

**FACULTY RESPONSIBILITIES AND RESOURCES FOR ASSISTING STUDENT INTERNATIONAL STUDY,
RESEARCH, AND SERVICE**

**A Draft Report of the Faculty Council's
Committee on International Programs and Studies (C-6 Committee)**

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Participants (to be listed)

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FACULTY RESPONSIBILITIES AND RESOURCES FOR ASSISTING INTERNATIONAL STUDENT STUDY, RESEARCH, AND SERVICE

INTRODUCTION

This report describes the University of Texas at Austin (UT) faculty and staff responsibilities and resources for assisting undergraduate and graduate student international study, research and service. The first section describes faculty members’ formal responsibilities for students who participate in international programs. When a faculty member is authorizing students to travel abroad or leading students on programs outside of the U.S., she/he is operating within her/his “course and cope of employment” responsibilities as a faculty or staff member. The second section discusses UT expectations of faculty when problems or challenges arise with students in off-campus and international programs. The third section discusses UT offices that provide resources to assist faculty and staff. A fourth section describes insurance products offered through the UT System for addressing risks of off-campus and international programs. A final section discusses potential faculty liability for risks associated with student participation in off-campus and international programs.

FACULTY RESPONSIBILITIES FOR STUDENTS ON INTERNATIONAL PROGRAMS

This section describes faculty and staff responsibilities for supervising one or more students who travel outside of Austin, Texas on any study, research, service or volunteer programs that have been approved or acknowledged by The University of Texas at Austin (UT). This section lists formal required actions required under all conditions. A subsequent section discusses informal expectations of faculty/staff under risk conditions.

Required Formal Actions

Table 1 below lists formal faculty or staff responsibilities and how a faculty or staff member is expected to fulfill those responsibilities. Most required actions involve one of 3 activities: preventive actions to avoid complications; registration or processing of information or payments on websites; and completion of forms, either as a matter of record or in the event of an incident. Attachment A includes a copy of each form as a reference.

Table 1: Faculty Formal Student-Related Responsibilities During International Programs

	Basis for Faculty Responsibility	Required Faculty Action
1	Clery Act	Report any potential crime/ violation
2	Title IX	Report any potential Title IX violation
3	International Office	Report any potential health/safety incident
4	UT System Travel Policy	Travel authorization
5	UT System Travel Policy to Restricted Regions	Restricted region travel request
6	UT System Travel Policy	Registration on SOS portal
7	UT System mandate	Purchase of overseas insurance
8	UT Student Code of Conduct	Report any potential violation of academic integrity

9	Student Code of Conduct	Report any potential student misconduct
10	Family Educational Rights and Privacy Act	Protect all student records from release
11	International Oversight Committee (IOC)	Submit security assessment form
12	International Office	Submit emergency response form
13	UT Department	Submit course authorization forms
14	Office of the Registrar	Submit grades (with UT Registrar)
15	Clery Act	Submit fire safety inspection form
16	Texas Higher Education Coordinating Board	Document compliance with one-week, one credit rule
17	International Office	Provide health and safety pre-departure materials
19	International Oversight Committee (IOC)	IOC mandate, faculty responsibility
19	International Oversight Committee (IOC)	Assure each student complies with good academic standing (IOC mandate, faculty responsibility)
20	International Oversight Committee (IOC)	Assure each student has no discipline infractions on record (IOC mandate, IO/DOS responsibility)
21	International Oversight Committee (IOC)	Participate in Faculty Health and Safety Workshop (IOC mandate, faculty responsibility)

1. Campus Security Authority

Source: Federal Law - Clery Act/Violence Against Women Act

Website: <https://compliance.utexas.edu/clery>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: A Campus Security Authority (CSA) is a person who is responsible for accurately reporting crime information to the correct people in a timely manner. A faculty member is expected to listen to an individual sharing experiences and provide them with options and resources. CSAs are not responsible for determining if a crime took place, finding and/or apprehending the alleged perpetrator, or convincing the victim to contact law enforcement. CSAs include university police and non-police staff responsible for monitoring student and campus activities, such as: student housing, student discipline, campus judicial proceedings, resident assistants, academic advisors, faculty and other employees who travel abroad with students, and coaches. If a faculty member sends a student or accompanies students abroad, she/he has Clery Act responsibilities. In any international program a faculty member is an UT-designated CSA.

Sequence of steps in reporting: While abroad, call the Global Risk and Safety (GRS) office's emergency cell at 512-669-8488. Reporting forms are available (see Appendix A); online Clery reporting option coming soon.

Forms required for reporting: Incident Report Form (see Appendix A, Item 1)

Website for forms: <https://world.utexas.edu/abroad/faculty/resources>

UT staff responsible: Roxanne King (email: roxanne.king@austin.utexas.edu; phone: 512-471-8198).

2. Title IX Responsible Employee / Mandatory Reporter

Source: Federal Law - Title IX

Website: <http://titleix.utexas.edu/faculty-staff/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: A Responsible Employee (RE) is a university employee who has the authority to take action to redress an alleged violation of Title IX policy and who has been designated with the duty of reporting such allegations to the University Title IX Coordinator or designee, or an employee whom an individual could reasonably believe has this authority or duty. An RE is required to promptly report any incident of prohibited conduct. Detailed information of this policy can be found in the General Information Catalog- Appendix D or the Handbook of Operating Procedures, 3-3031. If a faculty member sends student or accompanies students abroad, she/he has Title IX responsibilities and is designated as a RE.

Sequence of steps in reporting: While abroad, call the GRS Emergency Cell at 512-669-8488. An online Title IX reporting option is available at: <http://titleix.utexas.edu/file-a-report/>

Forms required for reporting: Incident Report Form

Website for forms: <http://titleix.utexas.edu/file-a-report/>

Online reporting form: https://utexas-advocate.symplicity.com/titleix_report/index.php/pid176104?

University compliance services online form:
<https://www.reportlineweb.com/Welcome.aspx?Client=utaustin>

UT staff responsible: LaToya Smith (email: latoya.hill@austin.utexas.edu; phone: 512-232-3992).

3. Incident Reporting

Source: International Office

Website: <https://world.utexas.edu/abroad/faculty/resources>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: If a faculty member sends student or accompanies students abroad, she/he has incident reporting responsibilities for informing the global risk and safety (GRS) office of any health and/or safety incident that occurs abroad.

Sequence of steps in reporting: For urgent issues while abroad, call the GRS Emergency cell at 512-669-8488. For other matters, complete an incident report form and email to emergencyabroad@austin.utexas.edu

Forms required for reporting: Incident Report Form (Found in Appendix A, Item 1)

Website for Forms: <https://world.utexas.edu/abroad/faculty/resources>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341).

4. Authorization: International Travel Request Authorization Form

Source: Student Travel Policy for International Locations

Website: <https://world.utexas.edu/risk/policies/student>; <https://world.utexas.edu/risk/travel-registry>; <http://catalog.utexas.edu/general-information/appendices/appendix-n/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: Faculty are responsible for completing and submitting the appropriate International Travel Region Authorization Form (ITRAF) to Global Risk and Safety (GRS) in accordance through published procedures and deadlines. Faculty are required to assure that students who seek to travel complete their required forms. This requirement holds for any individual student and/or programs of a length shorter than 4 weeks that are not in a Restricted Region.

Sequence of steps in reporting: Complete forms and all corresponding steps; receive required signatures

Forms required for reporting: International Travel Request Authorization Form (Found in Appendix 2, Item 2)

Website for Forms: http://world.utexas.edu/io/forms/abroad/ITRAF_Group_2016.pdf

UT Staff Responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581).

5. Authorization: Restricted Regions Request

Source: UT Travel Policy to Restricted Regions; UT System Chancellor Directive Memorandum - Apr '10

Website: <https://world.utexas.edu/risk/policies/restricted-regions>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: These forms are required for faculty, staff, and students traveling to any Restricted Region. The faculty member is responsible for completing the program/activity form as appropriate for any group traveling as a group. The student who is travelling as an individual is responsible for completing the form for his/herself. As a practical matter if there is more than a single student traveling, the faculty member ought, for the purpose of consistency, prepare the form her/herself.

Sequence of steps in reporting: Complete forms and all corresponding steps; receive required signatures. Faculty/staff should forward Category 1 and 2 requests to the traveler's Chair/Unit Head, the Dean/VP, and to UT Travel Management Services at Restricted.Regions@austin.utexas.edu.

Faculty/staff traveling to Category 3 destinations should forward the completed request (no Chair/Unit Head or Dean/VP signatures required) directly to UT Travel Management Services at Restricted.Regions@austin.utexas.edu. Faculty/staff traveling to Category 4 locations can call International SOS at 1-215-942-8478 to submit their travel request.

Forms Required for Reporting: Restricted Regions Request (found in Appendix 2, Items 3-8)

Website for forms: <https://world.utexas.edu/risk/policies/restricted-regions/request>

Student Restricted Regions Travel Request – Category 1, 2, 3: <https://utexas.app.box.com/v/rr-student-123-request>

Student Restricted Regions Travel Request – Category 4: <https://utexas.app.box.com/v/rr-student-4-request>

Faculty/Staff Request to Travel to Restricted Regions: <https://utexas.app.box.com/v/rr-facultyandstaff-request>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Lee Loden (email: lee.loden@austin.utexas.edu; phone: 512-471-6641); and Ashley Sassani (email: ashley.sassani@austin.utexas.edu; phone: 512-471-3144).

6. Travel Registration with International SOS

Source: UT Travel Policy to Restricted Regions; UT System Chancellor Directive Memorandum - Apr '10

Website: <https://world.utexas.edu/risk/policies/restricted-regions/>;
<http://catalog.utexas.edu/general-information/appendices/appendix-n/>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: University-related international travel must be registered with International SOS. This occurs automatically when a student registers properly in the mySAO portal or International Travel Registry (ITR), and/or if travel is procured through Concur or Anthony Travel. If any other means are used to procure travel for faculty/staff, manual registration is required. Registration can occur by creating an account and then emailing the itinerary.

Sequence of steps in reporting: Register in mySAO portal or ITR.

Forms required for reporting: N/A

Website for forms: <https://travel.utexas.edu/sos/> (The link leads to “Page Not Found”.)

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581. Other persons at the UT System who share some responsibilities include: Phil Dendy, Stacy Youngdale, and Erin Wolf.

7. Overseas Insurance Enrollment for Students in Group

Source: UT System mandate

Website: <https://world.utexas.edu/risk/policies/student/insurance>

For which programs does this responsibility apply: Any international program sending any number of student together as a group abroad.

Reporting responsibility: Students must be enrolled in UT Overseas Insurance coverage, which happens automatically with proper registration in the mySAO portal or ITR. The cost is \$19/week. The only exception is if a student has a passport issued by the country to which she/he is traveling.

Sequence of steps in reporting: Register in mySAO portal or ITR. There are no forms because there is registration through mySAO portal or ITR.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581). Contacts at UT System level include Phil Dendy, Stacy Youngdale, and Erin Wolf.

8. Academic Integrity Referrals

Source: Student Conduct and Academic Integrity; Institutional Rules; Student Code of Conduct

Website: <http://deanofstudents.utexas.edu/conduct/>

For which programs does this responsibility apply: Any international programs that sends any student abroad for a program for which the student will receive academic credit, either in the form of (a) hours of credit, or (b) activity that fulfills any academic requirement, even without hours of credit.

Reporting responsibility: Responsible employees must report instances of academic integrity violations.

Sequence of steps in reporting: While abroad, call the GRS Emergency Cell at 512-669-8488 or email emergencyabroad@austin.utexas.edu; online reporting available here: <http://deanofstudents.utexas.edu/conduct/reportanincident.php>

Forms Required for Reporting: Incident Report Form (found in Appendix A, Item 1); Faculty Disposition Form (found in Appendix A, item 9)

Website for forms:

Incident Report Form (online): <http://deanofstudents.utexas.edu/conduct/reportanincident.php>

Faculty Disposition Form:

http://deanofstudents.utexas.edu/conduct/downloads/Faculty_Referral_Disposition.pdf

UT staff responsible: Andel Fils-Aime (email: andel.fils-aime@austin.utexas.edu; phone: 512-471-2841).

9. Misconduct Reporting

Source: Student Conduct and Academic Integrity; Institutional Rules; Student Code of Conduct

Website: <http://deanofstudents.utexas.edu/conduct/>;
<https://world.utexas.edu/abroad/faculty/resources>

For which programs does this responsibility apply: Any international program that sends any number of students abroad.

Reporting responsibility: Responsible employees must report issues of student misconduct. To assist with this responsibility, a Misconduct Resolution Process has been developed outlining

expectations for investigating allegations and then providing verbal warnings, written warnings, and program dismissals as warranted.

Sequence of steps in reporting: While abroad, call the GRS Emergency Cell at 512-669-8488 or email emergencyabroad@austin.utexas.edu; online reporting available here: <http://deanofstudents.utexas.edu/conduct/reportanincident.php>

Forms required for reporting: Misconduct Resolution Process (Found in Appendix A, Item 10); Incident Report Form (Found in Appendix A, Item 1) ; Faculty Disposition Form (Found in Appendix A, Item 9)

Website for forms: Misconduct Resolution Process: <http://world.utexas.edu/io/forms/abroad/misconduct.pdf>
Incident Report Form (online): <http://deanofstudents.utexas.edu/conduct/reportanincident.php>
Faculty Disposition Form: http://deanofstudents.utexas.edu/conduct/downloads/Faculty_Referral_Disposition.pdf

UT staff responsible: Andel Fils-Aime (email: andel.fils-aime@austin.utexas.edu; phone: 512-471-2841).

10. FERPA Compliance

Source: Federal Law - Family Educational Rights and Privacy Act of 1974

Website: <https://registrar.utexas.edu/students/records/ferpa>;
<https://www2.ed.gov/policy/gen/guid/fpco/index.html>

For which programs does this responsibility apply: Any international program that sends any number of students abroad.

Reporting Responsibility: FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools, universities or colleges that receive funds under an applicable program of the US Department of Education. Go to www.ed.gov/policy/gen/guid/fpco to learn more.

Sequence of steps in reporting: Do not release any personal information about students that is not directory information.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: Registrar's Office: website: (<http://registrar.utexas.edu/about/contact>); Jason Rodriguez, Human Resources Coordinator (phone: 512-475-7575).

11. Authorization: Safety and Security Assessment

Source: International Oversight Committee (IOC)

Website: <https://utexas.app.box.com/v/IOC-memo>

For which programs does this responsibility apply: Any international programs that sends more than one student abroad for a period of 4 weeks or more to a location which is not a restricted region.

Reporting responsibility: Any faculty member responsible for an international programs of 4 weeks or greater in duration not in a Restricted Region is responsible for completing and submitting the Safety & Security Assessment form to GRS in accordance with the published process and deadlines.

Sequence of steps in reporting: Complete forms and all corresponding steps; receive required signatures.

Forms required for reporting: Study Abroad Safety & Security Program Assessment (found in Appendix A, Item 11)

Website for forms: <https://world.utexas.edu/abroad/faculty/resources>

Study Abroad Safety & Security Program Assessment:

<https://utexas.app.box.com/v/SAPSSAformtemplate2016>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581).

12. Emergency Response Plan

Source: International Office

Website: <http://world.utexas.edu/abroad/faculty/departmental>

For which programs does this responsibility apply: Any international programs that sends more than one student abroad.

Reporting responsibility: 30 days prior to departure, faculty or staff organizing trips abroad must submit an Emergency Response Plan (ERP) in the provided format listing in-country contact information and the itinerary. The form also lists the critical contact information for UT and the UT System.

Sequence of steps in reporting: Complete template ERP, send to GRS, then print a copy to carry overseas.

Forms required for reporting: ERP (Found in Appendix 1, Item 12)

Website for forms: <http://world.utexas.edu/abroad/faculty/departmental>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; telephone: 512-471-0341).

13. Course Instructor

Source: Department

Website: Respective departmental websites

For which programs does this responsibility apply: Any international programs that sends any number of students abroad in a program for which academic credit is to be awarded and far ahead there is to be an instructor of record.

Reporting responsibility: Faculty leaders are responsible for ensuring that the course has been approved by the department and college.

Sequence of steps in reporting: N/A

Forms required for reporting: N/A

Website for forms: <http://catalog.utexas.edu/general-information/academic-policies-and-procedures/class-syllabi/>

UT staff responsible: Individual faculty leaders; Office of the Registrar website (<http://registrar.utexas.edu/about/us/op/production/inventory>); contacts include: Vasanth Srinivasa (email: certification@austin.utexas.edu; phone: 512-475-7575); Priscilla White, (email: course.shcedule@austin.utexas.edu ; phone: 512-475-7604); Priscilla White (email: scheduling@austin.utexas.edu ; phone: 512-475-7600).

14. Grade Reporting

Source: Office of the Registrar

Website: <https://registrar.utexas.edu/staff/grades>

For which programs does this responsibility apply: Any international program sending any number of students abroad in a course for which a grade is to be awarded.

Reporting responsibility: Faculty leaders are responsible for ensuring that grades are submitted online or using the alternative paper form in compliance with the Office of the Registrar procedures and timelines.

Sequence of steps in reporting: Course grades are sent to the Registrar through the online grade submission system. Grades are due by 10am on the due date established by the registrar.

Forms required for reporting: Grade Sheet

Website for forms: <https://registrar.utexas.edu/staff/grades>

UT staff responsible: Office of the Registrar; Derreck Pressley (email: studentacademicrecords@austin.utexas.edu ; phone: 512-475-7644).

15. Fire Safety Inspection

Source: Clery Act

Website: <https://compliance.utexas.edu/clery>

For which programs does this responsibility apply: Any international program sending any number of students abroad for a program of 4 weeks in length or longer.

Reporting responsibility: Faculty leaders of programs 4 weeks or greater in duration must complete a Foreign Fire Safety Inspection Form.

Sequence of steps in reporting: Complete form and email to travelabroad@austin.utexas.edu

Forms required for reporting: Foreign Fire Safety Inspection Form (Found in Appendix 1, Item 14)

Website for forms: <http://world.utexas.edu/io/forms/abroad/Foreign%20Fire%20Safety%20Inspection%20Form%20updated.pdf>

UT staff responsible: Roxanne King (email: roxanne.king@austin.utexas.edu; phone: 512-471-8198).

16. Compliance with Rules Governing Course Length and Credit

Source: Texas Higher Education Coordinating Board (THECB), Chapter 4, para 4.5-4.6

Website: <http://www.thecb.state.tx.us/>

For which programs does this responsibility apply: Any international program sending any number of students abroad in a program for which credit is to be earned.

Reporting responsibility: Faculty leaders must comply with THECB's one credit, one-week rule.

Sequence of steps in reporting: A faculty member needs to validate that no more than one credit may be earned for one week of instruction.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: Derreck Pressley (email: studentacademicrecords@austin.utexas.edu ; phone: 512 475-7644).

17. Student Health And Safety Pre-Departure Orientation

Source: International Office

Website: N/A

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: GRS has developed standardized health and safety pre-departure materials, which can be delivered in person or electronically to groups going abroad.

Sequence of steps in reporting: No reporting required, but session should be given before students depart.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581).

18. Health Clearance

Source: International Oversight Committee (IOC)

Website:

<http://world.utexas.edu/io/forms/abroad/International%20Oversight%20Committee%20Memorandum.pdf>

For which programs does this responsibility apply: Any international program sending any number of students abroad on a program of a length of 4 weeks or more.

Reporting responsibility: Students going on programs 4 weeks or greater in duration must obtain a health clearance signed by a medical professional.

Sequence of steps in reporting: Student must go to a medical professional to have the form signed. The form then must be transmitted securely to the International Office and then is checked off as completed in the mySAO portal. Any student with chronic or recurring health conditions must be evaluated by his/her primary care provider and/or specialist prior to

participating in a study abroad program and have the specialist complete the form in order to complete the Health Clearance Form.

Forms required for reporting: Health Clearance Form (Found in Appendix A, Item 15); Specialist Form if student has chronic/recurring condition (Found in Appendix A, Item 16)

Website for forms:

Health Clearance Form: <http://world.utexas.edu/abroad/students/accepted/hcinstructions>

Specialist Form (if student has chronic/recurring condition):

<https://utexas.app.box.com/v/specialist>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581).

19. Validation of Good Academic Standing

Source: International Oversight Committee (IOC)

Website: <https://utexas.app.box.com/v/IOC-memo>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: Faculty leaders bringing students abroad must have validated that they are in good academic standing, which means they must have at least a 2.0 GPA for undergraduate students or 3.0 GPA for graduate students.

Sequence of steps in reporting: Validate GPA before accepting students into programs.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: The individual faculty leader responsible for the program or the person who approves the student to travel abroad.

20. Disciplinary Clearance

Source: International Oversight Committee (IOC)

Website: <https://utexas.app.box.com/v/IOC-memo>

For which programs does this responsibility apply: Any international program sending any number of students abroad on a program of 4 weeks or longer duration.

Reporting responsibility: Students going on programs 4 weeks or greater in duration must have their complete student records reviewed by the Office of the Dean of Students to assess if there have been any documented disciplinary infractions.

Sequence of steps in reporting: The Office of the Dean of Students reviews records, in consultation with GRS. Documented disciplinary infractions can result in students being ineligible to participate in programs.

Forms required for reporting: N/A

Website for forms: N/A

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581); Andel Fils-Aime (email: andel.fils-aime@austin.utexas.edu; phone: 512-471-2841); and Kia Hill (email: kia.rangel@austin.utexas.edu, phone: 512-471-2841).

21. Faculty Health and Safety Workshop

Source: International Oversight Committee (IOC)

Website: <https://world.utexas.edu/risk/policies/faculty-staff-health-safety-training>

For which programs does this responsibility apply: Any international program sending any number of students abroad.

Reporting responsibility: Faculty members leading students abroad are required to annually attend the Faculty Health & Safety Workshop.

Sequence of steps in reporting: Attend workshop at least once annually. Deans may be notified in the event of non-compliance.

Forms required for reporting: N/A

Website for forms: Materials may be accessed at the following Box link:
<https://utexas.box.com/s/3ua28wo1q2nz0zt2pdpb2gxo8it0j73f>

UT staff responsible: Jess Miller (email: jessmiller@austin.utexas.edu; phone: 512-471-0341); Ariel Travis (email: ariel.travis@austin.utexas.edu; phone: 512-232-9581).

FACULTY AND STAFF RESPONSES TO A RISK OR CRISIS

This section discusses expectations of faculty leading students abroad when issues arise that require a rapid response. A faculty leader's responsibilities in an emergency or crisis include:

- Guiding student(s) to immediate safety (shelter in place if needed)
- Gathering information for defining the emergency and options to address it

- Calling International SOS for assistance (+1 215-942-8478)
- Calling UT for emergency support (+1 512-669-8488)
- Completing Incident Reports
- Address student concerns and care
- Administer discipline process on site
- Communicate with the officials at UT and UT System, as needed
- Establish student expectations for behavior in response to the emergency

Faculty and staff should be acquainted with region-specific health and safety concerns of the region to where they are allowing students to travel. Faculty should prepare all students with appropriate risk information prior to departure to be ready to respond to any case of an emergency, risk, or crisis abroad. Information can be provided through discussing the Code of Conduct, holding a pre-departure orientations, conducting an on-site orientation, or distributing emergency contact information.

Faculty and staff also should prepare an Emergency Action Plan (ERP) prior to departure. Students should be informed about the ERP. One component of an ERP is a file of key documents, such as a copy of each passport and visa, emergency contact information, a copy of each insurance card, a copy of each International SOS card, a copy of each of home (and international) driver's licenses, and information on communications devices (mobile phone, PDA, calling stored card, etc.). The faculty sponsor ought to bring some funds (local currency, some U.S. dollars, credit/debit card) to be prepared in case funds are required to deal with the emergency. Faculty should bring a first aid kit.

Faculty and staff have three UT resources to contact in times of emergency. The International Risk Analyst is UT's official 24/7 crisis manager for international emergencies. Faculty and staff who are overseas and need emergency assistance should call International SOS at 1-215-942-8478 or the UT Police Department (UTPD) at 1-512-471-4441. International SOS accepts collect calls, and is available to assist with overseas medical, security, or legal emergencies. Faculty or staff are unable to make a phone call but need emergency support can also email the International Office's Global Risk and Safety Unit at emergencyabroad@austin.utexas.edu.

Once International SOS or UTPD is called, Risk Analyst Jess Miller (jessmiller@austin.utexas.edu; +1 512-471-0341) is immediately notified.

The UT Study Abroad Office can provide guidance with issues related to credit, student concerns, behavioral issues, communication with parents, and other issues.

The International Crisis Advisory Team (ICAT) may be called into action during major crises that require a coordinated response by the university (e.g. natural disaster, political/civil unrest, pandemic, student death, etc.)

Faculty and staff should file an Incident Report forms for any case, including medical cases, robbery/burglary, aggravated assault, sexual harassment/assault, dating violence, stalking,

missing students, fires, and disciplinary matters. Paper and electronic copies of these forms should be kept away come. A faculty member may want to collect a full set of incident report forms 30 days in advance of departure to be ready for any eventuality. It is the Program Coordinator's responsibility to complete an Incident Report form in any study abroad programs. It is the faculty director or assistant's responsibility to complete Incident Reports in departmental programs.

Handling a Medical Emergency

In the event of a medical emergency, faculty and staff should seek appropriate medical care, call International SOS and the UT Emergency Line (512-669-8488). Faculty should maintain communication with the students affected and protect any student's right to privacy. International SOS will provide guidance to locate suitable clinics/hospitals, locate English-speaking doctors, arrange medical evacuation services and other advice. UT's 24/7 Emergency Line will facilitate communication with UT officials, the media, the student's emergency contacts, and other necessary individuals. If the emergency requires immediate action due to risk of injury or loss of life, or if a situation arises where there is not time to wait for guidance from the international SOS or the UT 24/7 Emergency line, the faculty member ought to act in a thoughtful and compassionate manner comparable to a situation where the faculty member would deal with an emergency within her/his own family.

Recognizing and Responding to Students in Distress

Students in distress include students suffering from stress, anxiety, depression, eating disorders, health concerns, alcohol and drug-related issues, gender/sexual orientation issues, violence, family matters, romantic relationships, and academic concerns. Faculty and staff should recognize and identify the potential harms a student may be causing to her/himself. These harms include high risk drinking, hazing, interpersonal violence, sexual harassment, anxiety, changes in emotional state, repeatedly skipping class, social withdrawal, decline in academic performance, or depression.

Faculty and staff should express concern, listen, acknowledge, and offer hope to the student(s). Faculty may start the conversation by stating what they have noticed. It is appropriate to ask a question to open up the dialogue with the student, such as asking questions about the student's personal safety. Faculty can acknowledge that it is difficult for a students to express their concerns, and offer gratitude to them for speaking up. Faculty and staff can approach and respond from a place of care and compassion, and avoid judging or normalizing the student's experiences and offer hope.

Faculty and staff can call International SOS (+1 215-942-8478), the UT Emergency Phone (+1 512-669-8488), the UT Counseling and Mental Health Center (CMHC) Crisis Line (+1 512-471-2255), or the Behavior Concerns Advice Line (+1 512-232-5050) for more assistance. If the student expresses thoughts of suicide, loss of reality, or disruptive/threatening behavior, faculty and staff are required to take immediate action by calling Student Emergency Services and Study Abroad (studentemergency@austin.utexas.edu, +1 512-471-5017). Kristen Anderson, the Student Emergency Services Director, handles these cases (krista.anderson@austin.utexas.edu).

Confidential reporting options are also available through the CMHC office (+1 512-471-3515), University Health Services (+1 512-471-4955), or the Employee Assistance Program (+1 512-471-3366).

If a faculty member believes that there is a risk of an immediate loss of life or injury to self or to others that would occur before a call can be made to International SOS and/or the UT Emergency Phone or the CMHC Crisis Line, UT expects the faculty or staff member to act with “reasonable care” using appropriate conduct and judgement.

Reporting a Crime

If a student or faculty or staff has reported a crime, faculty and staff should call International SOS. International SOS will inform the UT Risk Analyst, Jess Miller, and she will work to report the incident.

Responding to Student Conduct

A supervising faculty or staff member authorizing or leading students abroad is expected to address directly any student misconduct on-site. The disciplinary process is initiated when a student is suspected of violating any of the following rules, laws, or policies:

- The University’s expectations for conduct articulated in Subchapter 11-800 of the *Institutional Rules*;
- A provision included in the Study Abroad Code of Conduct;
- Any rule, regulation, or expectation for conduct established by the Host Institution; and
- Any municipal, regional, or country law and/or statute applicable to the program’s location.

For the purposes of this document, the terms “student” and “participant” include any individual enrolled at UT Austin in a study abroad program officially associated with The University. Prior to departure, faculty and staff can review student discipline records to ensure eligibility for study abroad during application. Faculty and staff must complete a Faculty Disposition Form, an Incident Report Form, and a Misconduct Resolution Process form to report inappropriate student conduct.

Any individual or agency may report allegations of student misconduct. Upon receiving an allegation of student misconduct, the Faculty Director, Site Director, Exchange Coordinator, or Program Assistant (referred to as the “Program Representative”) may initiate the disciplinary process as contained in this document. Following receipt of an alleged misconduct violation, the Program Representative will investigate the situation. Typically, this investigation will involve the Program Representative meeting with the student to discuss the allegation in a disciplinary conference. During the disciplinary conference, the Program Representative should discuss the nature of the allegation, the regulations or policies allegedly violated, the disciplinary resolution process, and the student’s response to the allegations. At her or his discretion, the Program Representative may also choose to speak with any witnesses deemed relevant or review any written materials related to the misconduct allegation. If, following the investigation and disciplinary conference, the Program Representative determines that the greater weight of credible

evidence supports a finding that the student violated the regulation or policy at issue, he/she may impose any three disciplinary options: verbal warning, written warning, and dismissal from the study abroad program, as discussed below.

A Program Representative may issue a **verbal warning** if he/she observes or has determined that a student's behavior is not in accord with the rules, laws, or policies identified above. The Program Representative should have a frank discussion with the student regarding expectations and consequences. Upon determining that the student is in violation, the Program Representative may issue a verbal warning that includes the likelihood that more severe disciplinary action will be taken if further violations follow. The Program Representative will send an e-mail summary of the verbal discussion to and copy the student on this correspondence; this e-mail should include the exact date and time that the verbal warning was issued. This serves as documentation and provides written clarification to the student.

Upon determining that the student is in violation, the Program Representative may issue a **written warning**. While written warnings typically occur in situations where a student has engaged in misconduct following a verbal warning, they can be issued for first violations when deemed appropriate. Written warnings constitute notice that a student's behavior is unacceptable and that further violations will result in the student's dismissal from the program. If deemed necessary, the Program Representative may restrict the activities of the student if such activities are directly related to the violation at issue. Program Representatives are encouraged to work with the student in composing the written warning so that the student becomes fully aware of the issues. Written warnings, whenever possible, should be faxed or otherwise communicated to Study Abroad within 24 hours of the occurrence. The Study Abroad Office may distribute the information to other campus units, as appropriate. A written warning should include: (a) the date and time that written warning was communicated; (b) the location of the incident; (c) detailed description of the undesired behavior, and why it was considered inappropriate; (d) clearly stated expectations and consequences (including restricted activities, if applicable) that will remain in effect for the duration of the program; (e) an indication that this is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with possible financial penalties, including but not limited to loss of any program fees paid may be required to reimburse UT Austin for financial aid received.

A participant may be **dismissed from a study abroad program** if she/he either fails to meet the conditions of a prior Written Warning or commits a violation warranting immediate dismissal. Behaviors which may lead to dismissal include, but are not limited to: academic misconduct; eviction from housing on grounds of inappropriate conduct; exceeding the number of unexcused absences from class allowed for the program; destruction of property; posing a safety hazard to oneself or others; and/or criminal conduct. If, after the investigation and disciplinary conference, the Program Representative believes that dismissal is appropriate, he/she will contact Study Abroad to discuss the situation and receive authorization to proceed. Study Abroad may conduct an independent investigation of the incident and may request additional information.

If a decision to dismiss the student from the program is made, the Program Representative will issue a Dismissal Notice to the student. The Dismissal Notice should state the study abroad conduct violation(s) and notify the student that he/she is no longer considered a participant in the program and must leave the contracted housing by a designated date and time. The Program

Representative should have the student sign a statement indicating that he/she understands that he/she is no longer a participant in the student abroad program. If the student refuses to sign the statement, the Program Representative should have a witness sign a statement indicating that the student has been verbally informed of the dismissal but refuses to sign the statement. An example of an acknowledgement statement is:

Acknowledgement Statement

“I understand that due to my inappropriate behavior in violation of the Study Abroad Code of Conduct that I signed upon acceptance into the program, I am no longer eligible to participate in this program. I understand that effective immediately I am no longer a study abroad participant under the sponsorship of The University of Texas at Austin and that my insurance coverage will be terminated in three days. I understand that I may appeal the misconduct resolution decision and/or sanction assessed by the Program Representative by submitting a written appeal to the Vice Provost for International Programs within 24 hours from the time the misconduct resolution was communicated”

The faculty members should fax or scan and e-mail the completed Dismissal Notice to the Study Abroad Office within 48 hours after the it has been transmitted to the student. Study Abroad will be responsible for informing any other appropriate campus offices or officials. Although dismissal from a study abroad program does not constitute dismissal from The University, The University may elect to impose additional sanctions pursuant to Chapter 11 of the *Institutional Rules*. If a student from another institution is attending a UT Austin study abroad program and is subject to disciplinary action while in the program, the student’s home institution will also be notified.

An accused student may **appeal** the misconduct resolution decision and/or sanction assessed by the Program Representative by submitting a written appeal to the Vice Provost for International Programs within 24 hours from the time the misconduct resolution was communicated. The written appeal must state the specific reasons for the appeal and must include any related argument, including relevant documents or witness statements. The Vice Provost for International Programs may approve, reject, or modify the misconduct resolution decision or sanction(s) in question. Before making a decision on the appeal, the Vice Provost for International Programs may, at his/her discretion, communicate with the Program Representative, the accused student, or any witnesses by phone. The action of the Vice Provost for International Programs should be communicated in writing to the accused student, Program Representative, and the Study Abroad Director within 24 hours of receiving the accused student’s written appeal – the Vice Provost may take additional time in making a decision on the appeal if justified by the circumstances. If the accused student’s appeal is received over a weekend or university holiday, the Vice Provost for International Program’s decision will be communicated by the close of business on the next full workday. The decision of the Vice Provost for International Programs will be final.

In circumstances where a student is appealing the Program Representative’s decision to dismiss the student from the student abroad program, the Program Representative may, at his/her discretion, ban the student’s presence from any premises directly affiliated with the student abroad program until such time as the appeal is resolved by the Vice Provost for International Programs. If the student is removed from housing affiliated with the study abroad program during

the appeal period, the student will be required to find alternative housing at his/her personal expense.

Upon issuance of a Dismissal Notice, the student's participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to UT Austin and/or the program provider. Dismissal from the program will result in grades of F being assigned to all coursework for a faculty led program participant and may result in an oblit of the official registration record (e.g. student's registration deleted for the applicable term) or withdrawal from the applicable term for an exchange or affiliated program participant.

Upon issuance of a Dismissal Notice, the student's participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to UT Austin and/or the program provider. Dismissal from the program will result in grades of F being assigned to all coursework for a faculty led program participant and may result in an oblit of the official registration record (e.g. student's registration deleted for the applicable term) or withdrawal from the applicable term for an exchange or affiliated program participant.

In addition, the student will not be entitled to a refund of fees, may be required to reimburse UT Austin for financial aid received, and is responsible for all non-recoverable costs incurred by the host institution as well as personal financial obligations, e.g., utility bills, rent. A student's registration at UT Austin may be blocked pending fulfillment of all such financial obligations and/or disciplinary action. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.

UNIVERSITY OF TEXAS OFFICES THAT CAN ASSIST FACULTY IN STUDENT SUPPORT RESPONSIBILITIES

The section below lists the UT and UT System offices that can provide support for faculty in their roles supervising students in programs abroad. The material below lists the names, email addresses, web pages, and phone numbers of key contact persons.

International SOS: UT's Emergency Service Provider (Member ID: 11BSGC000037)

Contacts: Jess Miller, Risk Analyst; jessmiller@utexas.edu; +1 512-471-0341

Lee Loden, Director of Travel Management Services; lee.loden@austin.utexas.edu; +1 512-471-6641

Office of the Dean of Students: reviews incident reports, manages student emergency services, misconduct

Contacts: Krista Anderson, Director of Student Emergency Services; studentemergency@austin.utexas.edu; +1 512-471-5017

Andel Fils-Aime, Student Conduct and Academic Integrity; andel.fils-aime@austin.utexas.edu; +1 512-471-2841

Kia Rangel, Assistant Director for Student Judicial Services; kia.rangel@austin.utexas.edu

UT Global Risk and Safety: monitors worldwide travel conditions, compile/disseminate resources to assist students, faculty, and staff, lead International Oversight Committee (IOC)

Contacts: International Oversight Committee; IOC@austin.utexas.edu; +1 512-471-3144

Jess Miller, Risk Analyst; jessmiller@utexas.edu; +1 512-471-0341

Ashley Sassani, International Outreach and Regional Risk Coordinator;

ashleysassani@austin.utexas.edu;

+1 512-232-5404

Ariel Travis, Special Projects Program Coordinator; ariel.travis@austin.utexas.edu; +1 512-232-9581

Travel Management Services: offers information and customer service in navigating pre-trip, business travel planning process

Contacts: Travel Management Services Office; tms@austin.utexas.edu; +1 512-471-6641

Lee Loden, Director of Travel Management Services; lee.loden@austin.utexas.edu; +1 512-471-6641

Counseling and Mental Health Center (CMHC): provides counseling, psychiatric, consultation, and prevention services. The CMHC Crisis Line is a confidential service of CMHC that offers an opportunity for UT-Austin students to talk with trained counselors about urgent concerns 24/7.

Contacts: CMHC Staff: +1 512-471-3515

CMHC Counseling and Mental Health Crisis Line: +1 512-471-2255

Krista Anderson, Director of Student Emergency Services; studentemergency@austin.utexas.edu;

+1 512-471-5017

University Compliance Services: designs/implements the Compliance & Ethics Program (CEP); provides education and training for faculty/staff to develop strategies to avoid compliance and ethics failures; handles collection of Clery crime statistics for the university and publishes the Annual Security Report; works with UTPD and other offices on campus to give timely warnings of crimes that represent a threat to the safety of students or employees.

Contacts: University Compliance Services Office: +1 512-232-7055

Roxanne King, Clery Program Manager; roxanne.king@austin.utexas.edu; +1 512-471-8198

Paul Liebman, Chief Compliance Officer; paul.liebman@austin.utexas.edu; +1 512-232-3721

Title IX Office: maintains an educational and work environment free from sexual harassment, sexual discrimination, exploitation, and intimidation for students, faculty, and staff. Reviews incidents of prohibited conduct.

Contacts: Title IX Office: titleix@austin.utexas.edu; +1 512-232-3992

Latoya Hill Smith, Associate Vice President of University Compliance Services and Title IX Coordinator;

latoya.hill@austin.utexas.edu; +1 512-232-3992

Linda Millstone, Deputy Title IX Coordinator; lindam@austin.utexas.edu; +1 512-232-3992

Office of the Registrar: creates, maintains, certifies, and protects University records of courses, degrees, and students.

Office number:

Contacts: Registrar Office Jason Rodriguez, Human Resources Coordinator: +1 512-475-7575

Derreck Pressley, Assistant Registrar for Student Academic Records;

studentacademicrecords@austin.utexas.edu; +1 512-475-7644

Brenda Schumann, Associate Registrar for FERPA Training; rgreg@austin.utexas.edu; +1 512-475-7607

Vasanth Srinivasa, Assistant Registrar for Certification; certification@austin.utexas.edu; +1 512-475-7644

Priscilla White, Assistant Registrar for Course Schedule Production;

course.schedule@austin.utexas.edu;

+1 512-475-7604

INSURANCE POLICIES FOR INTERNATIONAL PROGRAMS AT THE UNIVERSITY OF TEXAS AT AUSTIN

The University of Texas at Austin (UT) and the University of Texas System (UT-System) maintain a number of insurance policies that protect faculty, staff and students who participate in study, research, service or outreach programs outside of Austin and the United States. This section provides a summary of most of those policies that protect persons affiliated with the UT-System against travel-related risks and as well as policies that protect persons against liability risks. The text below reports information regarding each policy; its insurance type; what the insurance policy covers; the corporation offering the insurance; the policy contact person or address; the UT unit managing the policy; insurance website; required steps for a person to qualify for coverage; steps to document a covered incident; the person who can submit such an incident report; any restrictions in coverage; and other matters of interest to UT faculty. This report is not comprehensive and does not mention many insurance details that can be found in the actual policy documents, as those elements are beyond the scope of the intent of this report. Table 2 lists policies for which information is available. Table 3 lists policies for which information is not yet available. This section also lists third-party supplemental international travel insurance options available to faculty, staff, and their families.

Table 2: UT-Systems Insurance Policies – Available Information

Insurance Provider	Subject of the Policy
Lloyd's	Automobile travel + other risks
Starr	Aviation travel
AIG Travel Guard	Liability
ACE – International SOS	Accident and sickness
QBE	Aviation travel
Insurance Company of Pennsylvania*	Defense base workers
Blue Cross/Blue Shield	Medical
ACE American	Accident and sickness

Code:

* May not be germane to student programs overseas

Table 3: UT-Systems Insurance Policies - Information is Not Yet Available

Insurance Provider	Subject of the Policy
AIG	Automobile travel – Mexico
Insurance Company of Pennsylvania	Travel in Canada
Insurance Company of Pennsylvania	Foreign workers
Auto Rental Contracts	Automobile travel

This information may be useful for any UT faculty or staff member who either plans to send UT students and/or accompany them outside of Austin for university-related purposes. This information has not been approved by UT or the UT System and does not represent advice on insurance or the law. The information is not comprehensive and does not include all elements of any of the insurance policies referred to in the text. One reason why this information is incomplete is that the drafting Committee does not have a copy of four of the insurance policies.

Two key insurance policies protect faculty, staff and students, both offered by Blue Cross – Blue Shield (BC-BS). The faculty/staff insurance policies are provided as a fringe benefit of UT faculty/staff employment. Student policies, called 'Academia Blue', are available when enrolled students purchase a BC-BS student health insurance plan. These policies are discussed below.

Student Health Insurance- 'Academia Blue'

The primary health policy available to protect students while traveling overseas is the Academic Blue policy of Blue Cross and Blue Shield of Texas: "One of the risks in any student travel abroad is that an accident or incident could occur to a student resulting in injury, illness, death or other negative consequences.

Academic Blue (AB) is a non-renewable one-year term policy that is a requirement for all international students who cannot provide a comparable health insurance policy. AB also is available for any other enrolled and fee-paying student and their dependents at a UT System campus. Table 4 below lists the schedule of benefits. Service for out-of-network benefits, which would be germane for any student program abroad, are part of “60 percent of the allowable limits” benefits listed in Table 4. Table 4 provides only a summary of benefits. Details are available in the Academic Blue brochure available by calling 855-247-7587 for enrollment and liability questions on 853-267-0214 for benefit and claims questions. The website is utsystem.myahpcare.com.

Table 4: Academic Blue-Out of Network Benefits
(all percentages refer to percent of allowable policy benefits)

I: In-Patient Benefits

Deductible (per covered person, per policy year)	\$1,000 / Student \$3,000 / Family
Out-of-pocket maximum (per covered person, per policy year)	\$13,000 / student \$37,500 / Family
Hospital expenses	60% of allowable amount
Surgical expenses	60% of allowable amount
Assistant surgeon	60% of allowable amount
Anesthetist	60% of allowable amount
Doctor visit	60% of allowable amount
Routine well-baby care	60% of allowable amount
Mental illness/chemical dependency	Paid as any other sickness

II: Outpatient Benefits

Surgical expenses	60% of allowable amount
Day surgery expenses	60% of allowable amount
Assistant surgeon	60% of allowable amount
Anesthetist	60% of allowable amount
Doctor office visit/consultation	60% of allowable amount
Doctor copayment amount	60% of allowable amount
Specialty care co-payment amount	60% of allowable amount
Physical medicine services	60% of allowable amount
Benefit period visit maximum	Benefits for physical medicine services will be limited to 35-visits per benefit period
Radiation Therapy and chemotherapy	60% of allowable amount

III: Emergency Care

Facility services	80% of allowable amount after \$150 copayment
Physician services	80% of allowable amount

IV: Non-Emergency Care

Facility services	60% of allowable amount after \$150 copayment
Physician services	60% of allowable amount
Urgent care	60% of allowable amount
Diagnostic x-ray and laboratory procedures	60% of allowable amount
Tests and procedures	60% of allowable amount
Mental illness/chemical dependency	Paid as any other covered sickness
Allergy injections and allergy testing (co-pay may apply if billed in office)	60% of allowable amount

V. Extended Care

All services	Must be pre-authorized
Home health care	Limited to 60 visits maximum each benefit period

Faculty/Staff Health Insurance- UT Select

The primary health policy that can protect faculty/staff and their families while traveling overseas is the UT Select health budget program offered by Blue Cross and Blue Shield of Texas (UT Select). UT Select is a renewable one-year term policy that is one health insurance benefit option for UT System employees. UT Select is available to any employee of the UT System employed at 50 percent (20 hours per week) or more. Information can be obtained from 1-866-822-2034 or from the program website at www.bcbstx.com/ut. Table 5 below lists the schedule of student benefits which would be germane for any travel abroad.

Table 5: UT Select-Out of Area Benefits

(all percentages “of plan” refer to percent of maximum benefit; percentage to ‘member’ refer to member financial responsibility)

Annual deductible	\$350 / person \$1,050 / family
Annual out-of-pocket maximum	\$6,850 / person \$13,700 / family
Pre-existing conditions limitation	None
Life time maximum benefit	No limit

I. Office Services

Preventative care	60% plan; 40% member
Diagnostic office visit	60% plan; 40% member

Diagnostic lab and x-ray	60% plan; 40% member
Other diagnostic tests	60% plan; 40% member
Allergy testing	60% plan; 40% member
Allergy serum/injections (without office visit bill)	60% plan; 40% member

II. Emergency Care

Ambulance service (if transported)	80% plan; 20% member
Hospital emergency room	\$150 copay per visit, then 20% member; co-pay waived if admitted
Emergency physicians service	Plan pays 100%; no co-pay required

III. Out-Patient Care

Observation	60% plan; 40% member
Surgery-facility	60% plan; 40% member
Surgery-physician	60% plan; 40% member
Diagnostic lab and x-ray	60% plan; 40% member
MRI/CT scan	\$100 co-pay per service; then 40% member; co-pay waived if member calls benefits advisor prior to service
Other diagnostic tests	60% plan; 40% member
Outpatient procedure	60% plan; 40% member

IV. In-Patient Care

Hospital-semi-private room and board	60% plan; 40% member
Hospital inpatient surgery	60% plan; 40% member
Physician	60% plan; 40% member

V. Obstetrical Care

Prenatal and postnatal care office visits	60% plan; 40% member
Delivery	60% plan; 40% member
Obstetrical care and delivery	
Physician	60% plan; 40% member

VI. Therapy

Physical therapy/chiropractic care (max. 20 visits/year/condition)	60% plan; 40% member
Occupational therapy (max. 20 visits/year/condition)	60% plan; 40% member
Speech and hearing therapy (max. 60 visits/year/condition)	60% plan; 40% member

VII. Extended Care

Extended care expenses	All services must be pre-authorized
All extended care expense	60% of allowable amount
Home health care service	60% plan; 40% member; Limited to 120 visits
Skilled nursing/ convalescent	Limited to 180 visits
Hospice care services	60% plan; 40% member
Home infusion therapy	60% plan; 40% member

VIII. Behavioral Health

Serious mental illness- office visit	60% plan; 40% member
Serious mental illness- outpatient	60% plan; 40% member
Serious mental illness- inpatient	60% plan; 40% member
Mental illness-office	60% plan; 40% member
Mental illness- outpatient	60% plan; 40% member
Mental illness- inpatient	60% plan; 40% member
Chemical dependency- office	60% plan; 40% member
Chemical dependency- outpatient treatment	60% plan; 40% member
Chemical dependency-inpatient treatment	60% plan; 40% member

IX. Other Services

Durable medical equipment	60% plan; 40% member
Prosthetic devices	60% plan; 40% member
Hearing aids (\$500 per ear; once every 4 years)	60% plan; 40% member
Bariatric surgery	\$3000 deductible; after deductible plan pays 100% of services

Supplemental Health Insurance Options

Faculty, staff and their families' primary insurance policy often will be the Blue Cross-Blue Shield insurance coverage obtained as UT employees. The international SOS coverage international coverage for health risks. If faculty, staff or their families are interested, there exist other independent, third-party supplemental travel insurances. Faculty or staff interested in supplemental travel insurance can review coverage options from four providers listed below:

- CareMed

CareMed offers insurance to individuals and accompanying dependents with monthly premiums. For a price quote and enrollment web page, go to <https://www.work-and-travel-insurance.com/get-a-quote/>.

- Cultural Insurance Services International (CISI)

CISI offers insurance to individuals traveling with academic programs with monthly premiums starting at \$34/month. For a price quote and enrollment web page, go to <http://www.culturalinsurance.com/students>.

- Academic Health Plans (AHP) Patriot Program Travel Medical Insurance
AHP Patriot under International Medical Group (IMG) offers insurance to individuals and families for periods of 5 days to 2 years. For quote estimates and information about enrollment, go to <https://purchase.imglobal.com/Quote/patriot/pre-quote?imgac=119488>.

- International Teacher Identity Card (ITIC)
The ITIC is administered internationally by the International Student Travel Card and is accepted as proof of teacher status in more than 100 countries around the world. ITIC offers relatively low-cost-health insurance to faculty members on an annual basis. For a price quote and program summary, go to <https://buy.sevencorners.com/policygroup/HW7C69M/HGPCCP8/>.

Automobile and Other Risks: Lloyd’s, London

The UT-System has purchased an excess automobile risk policy from Brit Global Specialty USA, 161 North Clark Street, Suite 3200, Chicago, IL 60601, underwritten by Lloyd’s, London, Brit Syndicates, Ltd., 55 Bishopsgate, London EC2N 3AS, telephone +44-20-7984-8500, fax: +44-20-7984-8501, email: BGS.Complaints@britinsurance.com. This policy provides supplemental (excess) self-insurance coverage for non-owned automobile risks. Table 6 lists the coverage. In the event of a claim; the office contacts are not known. The UT-System describes the coverage of this policy as follows:

“The Foreign Business Auto liability provides coverage for third party liability for incidents occurring outside of the United States arising from the use of owned private passenger or hired vehicle. Physical damage applies to owned autos and hired autos.”

Table 6: Coverage of Automobile and Other Risks

A. Insured Risks	
Risk	Maximum Coverage
Automobile liability	\$50,000 each occurrence
 B. Specific Excess Insurance	
Risk - Property	Maximum Coverage
Automobile physical damage	\$2.475 million each occurrence
Flood and surface water	\$2.475 million each occurrence
Earthquake	\$2.475 million each occurrence
Named windstorm	\$2.475 million each occurrence
Gatekeepers legal liability	\$9.75 million each occurrence
Automatic acquisition clause	\$1 million each occurrence
Automobile medical payments	\$5,000 per person \$10,000 per occurrence

Newly acquired property	\$1.0 million each occurrence
Federal and out-of-state tort claims	\$1.6 million power occurrence

C. Self-Insurance Retention (in effect, a co-pay for an occurrence)

Risk	Coverage
Automobile physical damage	\$25,000 each occurrence
Flood and surface water	\$25,000 each occurrence
Earthquake	\$25,000 each occurrence
Named windstorm	\$25,000 each occurrence

Notes: This report interprets the term ‘excess insurance’ to represent a type of umbrella policy that would be called upon in the event of an occurrence where actual losses exceeded the liability limits available from other sources of insurance. Such coverage could refer to university-owned vehicle or properties only, as well as vehicles rented for university-authorized purposes. This insurance apparently provides no excess coverage for any personal vehicle used by a person affiliated with UT, even for university-authorized purposes. A person apparently is covered by this policy if they drive an UT-owned vehicle or rent a vehicle under UT authorization.

Aviation Risk: Starr Companies

The UT-System has purchased an aviation risk policy from Federal Insurance Co. of 15 Mountain View Road, Warren, NJ 07059, underwritten by Starr Aviation, 3353 Peachtree Road, N.E., Suite 1000, Atlanta, GA, 30316, telephone: 404-946-1400; fax: 404-946-1497, which is associated with the Chubb Group of Insurance. This policy provides insurance coverage for non-owned aircraft risks. Table 3 lists the coverage. In the event of a claim, the contacts are: Jeffrey Greenawalt, 214-223-0202 or Jacy Watt, 404-946-1414 and details would be reported via the website aviationclaimreport@starrcompanies.com. Table 7 lists the insurance coverages.

Table 7: Coverage of Non-Owned Aircraft Risks

(all items in this policy refer to consequences of using non-owned aircraft)

Risk	Maximum Coverage
Bodily injury	\$25 million each occurrence
Property damage	\$25 million each occurrence
Physical damage, non-owned aircraft	\$1 million each occurrence
Personal injury	\$10,000 each passenger
Aviation premises	\$25 million each occurrence
Personal effects	\$25 million each occurrence
	\$5,000 each passenger

Notes: A person apparently is covered by this policy if she/he flies on a plane not owned by UT under UT authorization or fly in a rented plane under UT authorization.

Travel Risks: AIG Property Casualty, Inc. (Travel Guard)

The UT-System has purchased a travel risk insurance policy from Marsh USA, Inc., 1717 Main Street, 4400 Comerica Bank Tower, Dallas, TX 75201-7357, underwritten by AIG. Travel Guard can be reached at +1-817-826-7008 or 1-800-401-2678. There is a 24-hour hotline for WorldSource Crisis Response at 1-877-743-7669 or 1-713-260-5500. In the event of an incident, the first call should be to the agent (see Marsh USA above) or to the AIG WorldSource Division Claims office at via fax: 1-212-881-9002 via email at WorldRiskClaimsReporting@aig.com . The UT System description of this coverage includes:

“Foreign commercial general liability pays those sums that U.T. System or its Institutions becomes legally obligated to pay as damages because of bodily injury or property damage. Coverage includes a customized (U.T. specific) general liability endorsement providing coverage for students employed or representing U.T., as well as coverage for participants in any sport or athletic event (coverage in excess of the NCAA Catastrophic Injury Assistant Program).”

This policy covers all U.S.-based employees for bodily injury and property damage liability caused by an occurrence that occurs in a covered territory, providing both payment for damages and legal representation in nations where AIG can defend, and reimbursement for defense in other nations. A ‘covered territory’ includes nations where the Defense Base Act is applicable. There are many exclusions. Covered persons include executive officers, employees, volunteer workers and student teachers for “acts within the scope of ...employment...while performing duties related to the conduct of ...business.” Travel Guard covers owned private passenger autos owned by UT, hired autos and non-owned autos. The policy covers liability for bodily injury or property damage to an employee. One endorsement extends coverage for bodily injury or property damage from acts or omissions in the performance of operations or on owned premises. An endorsement extends coverage to employed students and students representing UT. Another endorsement provides secondary bodily injury insurance for any person involved in sports covered under an NCAA insurance policy. An endorsement extends coverage to non-owned charter aircraft and watercraft, with some restrictions. Coverage includes persons insured under the Defense Base Act, any local hire or third country national hire. Coverage limits are listed in Table 8.

A number of endorsements relate to study abroad programs. An endorsement precludes coverage for bodily injury or property damage arising out of transport of students and exempts payments to students for bodily injury from transport. The policy has an endorsement to provide crisis response coverage, with a separate hotline of 1-877-743-7669. A crisis can include either a natural disaster or a man-made event, other than war. Another endorsement provides for reimbursement of deposit fees and tuition for study abroad in the event of a disaster. An endorsement appears to include terrorism as a covered risk. An endorsement appears to provide coverage for educational services professional liability claims for professionals and student interns. To be covered, a wrongful act must take place in a ‘coverage territory,’ be part of a professional program (which would include study, research or a service internship abroad), and does not apply to a dishonest, fraudulent criminal or malicious act.

Two key endorsements (#18 and #19) extend liability coverage (but not bodily injury) for educators as covered insured. The persons covered include Board members, faculty members, teaching assistants, student teachers, volunteer workers, former employees, members of associations or clubs for social or recreational purposes connected to the institution, and any persons who participate in the employment benefits program. A key clause is that covered duties must be “...with your knowledge and consent” and duties are “duties” as faculty members, teaching, assistants, etc., which also implies for “acts within the scope of ...employment...while performing duties related to the conduct of ...business.” Endorsement #21 extends liability coverage to “... bodily injury or property damage resulting from the use of reasonable force to protect persons and property.” Endorsement #30 provides for transportation costs for emergency security and political evacuation to the “nearest Place of Safety,” but excludes cost reimbursement for any persons who was “...an active participant in the events that led to the Occurrence...” AIG also provides assistance services as part of its coverage, including limited travel medical assistance and emergency travel assistance. Death and injury payments are part of the coverage (endorsement #34).

Table 8: AIG’s Coverage of Risks

Risk	Maximum Coverage
Employer liability for accidents	\$1 million each accident
Employer liability for disease	\$1 million each employee
Owned private passenger autos	\$50,000 each auto \$250,000 each loss
Hired autos	\$50,000 each auto \$250,000 each loss
Liability	\$1 million each accident
Medical expense coverage	\$50,000 each accident
Crisis response limit	\$300,000 per policy period
Crisis response cost limit	\$250,000 per crisis event
Crisis management loss limit	\$50,000 per crisis event
Educational services professional liability	\$1 million per claim \$1 million per year
Commercial liability	\$1 million per act \$1 million per year
Emergency evacuation	\$25,000 per event if paid by TravelGuard \$10,000 per event, if not paid by TravelGuard

Death payment	\$50,000 per US employee \$25,00 per third country national
Injury payment	Amount varies by injury severity

Student International Travel Accident and Sickness Insurance: ACE

The UT-System provides “International SOS,” insurance coverage policy #GLM N04969340 for student international travel accident and sickness insurance, underwritten by ACE American Insurance Company, P.O. Box 5124, Scranton, PA 18505, fax: 1-302-476-7857, and via website; ACEAandHClaims@acegroup.com. There is a dedicated line for students, faculty and staff at 1-215-942-8478. This policy provides insurance for travel outside the U.S., and covers medical expenses, travel document replacement, trip delay, trip interruption, accidental death and dismemberment, injury or illness. There are many exclusions and limitations. Table 9 lists coverage. There are special claims forms that can be faxed to any of three numbers (1-800-336-0627 inside the U.S., 1-302-476-6194 outside of the U.S. and 1-302-476-7857 inside the U.S.). Claims can be emailed to ACEAandHClaims@acegroup.com.

International SOS also provide coverage for faculty and staff, although the coverage details are not clear from the insurance policy itself. There is separate policy provided by UT Systems that appears to offer parallel insurance coverage for faculty and staff members.

SOS provides a diverse set of assistance services, including: medical expense guarantees; cost review; medical payment; medical monitoring; dispatch of medication and medical supplies; emergency room and routine medical advice; travel health information; medical and dental referrals; out-patient case management; assistance with documentation of insurance claims; legal referrals; emergency message transmission; emergency translation and interpreter services; lost document advice and assistance; coordination of transportation and accommodation for accompanying family members; and advance of emergency cash.

SOS provides security services that include: travel security information; an international SOS crisis center; referrals to other security services; and security evacuation assistance. SOS provides subscribers with access to international SOS clinics in undefined locations. SOS also assist subscribing faculty, staff and their families with payments for uncovered costs and for uncovered family members, once approved through UT, with a requirement for reimbursement by the families. From the policy itself, it is not clear whether this insurance provides coverage to their faculty, staff and family members who purchase SOS coverage for international travel; perhaps UT System staff can clarify coverage.

Table 9: ACE/ Chubb Coverage

Risk	Maximum Coverage for Students
Total coverage	\$200,000 per accident or illness
Preexisting condition	\$15,000 maximum per event
Dental treatment	\$250 per tooth, injury only \$500 per tooth, pain alleviation
Pregnancy, emergency treatment	Treated as any other medical condition

Hospital room and board	100% of average semi-private room
ICU room and board charges	200% of average semi-private room
Chiropractic care	\$50 per visit, maximum 10 visits
Mental and nervous disorders	\$10,000 in-patient \$10,000 out-patient
Prescription drugs	
Outpatient co-insurance	100% of covered expenses
In-patient co-insurance	100% of covered expenses
Emergency medical services	\$10,000
Emergency medical evacuation	100% of covered expenses
Repatriation of remains	100% of covered expenses
Emergency hotel convalescence	\$100/day for 7 days
Emergency reunion	\$12,500 for covered expenses
Family reunion	\$5,000 for covered expenses
Financial instrument reimbursement	\$1,000 for covered expenses
Emergency-home country continuing care	\$20,000 for covered expenses
Legal expense	\$5,000 for covered expenses
Prescription replacement	\$2,500 for covered expenses
Return ticket	\$2,500 for covered expenses
Security evacuation	\$100,000 per person \$2.5 million per occurrence
Travel documents	\$500 for covered expenses
Trip delay	\$500 for covered expenses
Trip interruption	\$2,500 for covered expenses
Accidental death	\$15,000
Accidental injury/dismemberment	From 100% to 25% of death benefits, depending on accident severity
Risk	Maximum ISOS Coverage for Faculty and Staff*
Medical evacuation and repatriation	100% of covered travel costs
Family companion ticket	100% of covered travel costs
Travel after medical evaluation	100% of covered travel costs
Repatriation of mortal remains	100% of covered travel costs
Minor children left unattended	100% of covered travel costs

The following countries are NOT covered by ISOS policy:

- Afghanistan, Iran, Iraq, and North Korea
- Offshore vessels

Students who are traveling to these locations or aboard an offshore vessel must contact the International Oversight Committee at IOC@austin.utexas.edu. The IOC will coordinate with the UT System Office of Risk Management to ensure that adequate emergency coverage is available.

Aviation Risk: QBE Insurance Corporation

The UT-System has purchased an aviation risk policy for owned aircraft from QBE Insurance Corp., 88 Pine Street, Wall Street Plaza, New York, NY 10005, telephone 1-877-772-6771, also also c/o CT Corporation System, 116 Pine Street, Suite 320, Harrisburg, PA 17101. Claims for UT would be sent either to Steven Allen, telephone 1-770-794-6402 or mobile 1-470-505-8630 at via the web to Steven.Allen@us.qbe.com or to Josh Wilcoxon, telephone 770-794-6404, mobile 1-470-277-0048, or via the web to Josh.Wilcoxon@us.qbe.com. There are many exclusions, including an endorsement to cover aircraft even during war, strikes, sabotage, and terrorism are covered. Table 10 lists the covered risks.

Table 10: Coverage of Aircraft Risks

Risk	Maximum Coverage
Medical expenses, including crew	\$25,000 per person \$300,000 each occurrence
Property damage	varies per value of actual aircraft
Property damage to hangars	\$1 million per occurrence
Property damage-passenger baggage	\$50,000 per passenger per occurrence
Aerial application of chemicals	\$1 million per occurrence \$1 million per year
Hangar keeper’s liability	\$5 million each aircraft
Host liquor liability	\$5 million total
Mobile equipment	\$5 million per occurrence
Physical damage to airplane parts	\$1 million per occurrence
Products liability, parts, food, beverages	\$5 million per occurrence and aggregate
Search and rescue	\$2 million per occurrence
Cargo liability	\$1 million per occurrence
Mechanics tools	\$1 million per occurrence
Passenger death, disability or injury	\$250,000 per person per occurrence \$5 million, total liability for personal injury
Passenger liability	varies buy size of the aircraft (in millions)
Medical expenses, crew	\$25,000 per person \$300,000 each occurrence

Automobiles in Mexico: AIG Mexico

The UT-System has purchased an auto insurance policy for travel in Mexico through AIG Mexico, Insurgentes Sur 1136, Vol. del Valle, 03219 Mexico, D. F., Mexico, telephone 52-1-55-54-88-47-00 and fax 52-1-55-44-88-47-70. Apparently the insurance covers loss or damage sustained by an insured vehicle as a consequence of a collision with other vehicles or animals, vandalism, or natural disasters. The copy of the policy which of the C-6 Committee received from the UT System is not legible, so it is not possible to describe what is covered or not covered. The UT-System describes the coverage of this policy as follows:

“Local Mexico Tourist Auto Policy – ORM has purchased a separate Mexico Tourist Auto policy. Avis, Enterprise Rent-a-Car, and Hertz have each agreed to allow U.T. to use the Mexico Tourist Policy as primary when operating rental vehicles in Mexico.”

Travel in Canada: The Insurance Company of Pennsylvania

The UT-System apparently has purchased a policy, called the WorldRisk Foreign Commercial Package Policy, that provides insurance for travel to Canada and covers both bodily injury and property damage for occurrences in Canada, when suits are brought either in Texas or Canada. The insurance has been purchased from The Insurance Company of the State of Pennsylvania, 175 Water Street, 18th floor, New York, NY 10038, telephone 212-770-7000. The UT System did not supply a copy of this policy and therefore the C-6 Committee cannot describe what is covered or not covered.

WorldRisk Foreign Commercial Package is a commercial insurance product under AIG. Employees of eligible WorldRisk Foreign Commercial Package insureds receive access to medical and travel assistance of AIG Travel if faced with a medical emergency, security issue, or unexpected travel problem, and access to global assistance centers and air ambulance providers worldwide. More information on WorldRisk Foreign Commercial Package can be found at <http://www.aig.com/business/insurance/casualty/multinational-casualty/worldrisk-foreign-commercial-package>. Clients can choose from nine different coverages to make the package. These coverages include foreign commercial general liability, foreign automobile liability, travel accident and sickness, commercial property, kidnap and ransom, marine ocean cargo, commercial crime, and political risk.

Defense Base Workers Compensation: The Insurance Company of Pennsylvania

The UT-System has purchased a Defense Base Act Workers Compensation Insurance Policy from The Insurance Company of the State of Pennsylvania, 175 Water Street, 18th floor, New York, NY 10038, telephone 212-770-7000. The insurance agent is Rutherford International, Inc., 5500 Cherokee Avenue, Suite 300, Alexandria, VA 22312-2321, with a contact listed as John W. Burke, telephone 1-713-342-7532 and fax 1-713-831-5368. This policy applies to bodily injury caused by accidents or disease suffered by employees on a defense department base. As this insurance policy may not be germane to the circumstance of faculty leading student groups abroad or sending student abroad, no further information is needed as to covered risks. Indeed, it is not clear whether the policy does cover employees not employed at defense bases.

Foreign Workers Compensation: unknown vendor

The UT-System apparently has purchased a policy, called the WorldRisk Foreign Commercial Package Policy, that provides insurance for travel to Canada and covers both bodily injury and property damage for occurrences in Canada, when suits are brought either in Texas or Canada. The insurance has been purchased from The Insurance Company of the State of Pennsylvania, 175 Water Street, 18th floor, New York, NY 10038, telephone 212-770-7000. The C-6 Committee does not have a copy of this policy and therefore cannot describe what is covered or not covered. Table 11 lists limits of coverage according to a UT-System note dated September 22, 2016. As the UT System did not furnish a copy of this policy to the C-6 Committee, the insurance document is not available, so the meaning of the benefits are not clear, and it is not known and how they apply to study abroad circumstances.

Table 11: Foreign Voluntary Workers and Employee Liability

Risk	Maximum Coverage
Repatriation expense	\$1 million per person
Injury by accident	\$1 million per per accident
Injury by disease	\$1 million per occurrence
	\$1 million per employee
Injury to employees	\$50,000 per US employee, US hire, in state of employment
	\$50,000 per U.S. employee traveler; in state of employment
	\$50,000 per Canadian employee, in province of hire
	\$50,000 per Canadian employee traveler, in province of hire
	\$25,000 per third country hire, in country of hire
	\$0 per local hire or national
Auto liability	\$1 million per accident
	\$50,000 medical expense coverage, per accident
Foreign owned/hired auto	lesser or auto value or \$50,000, auto physical damage
	\$250,000 each cause of loss, auto physical damage
Limits of insurance	various limits apply to total loss covered

Blue Cross/Blue Shield International Medical Insurance Coverage

The C-6 Committee does not have a copy of the UT-System employee policy that lists Blue Cross/Blue Shield international medical service coverage. Apparently that information can be obtained by calling 1-866-882-2014.

The UT SELECT Medical plan through Blue Cross and Blue Shield (BCBS) provides international medical coverage for a broad range of medical assistance services, and connections to a large number of hospitals on almost every continent. When UT employees travel abroad, they must carry their UT SELECT Medical Identification Card which has the telephone number to the BlueCard Worldwide program and contains important information about their plan. BlueCard Worldwide provides the provider location, referral information, medical monitoring, wire transfers/overseas mailing, translation, coverage confirmation, and currency conversion. The BlueCard Access toll free numbers at 1-800-810-BLUE (2583) or call collect at (804) 673-1177 can be reached 24 hours a day, seven days a week to locate a participating physician or hospital. In some instance, participating physicians or hospitals will submit a claim on the UT employees' behalf.

Table 12 below shows the BCBS UT SELECT Benefit Summary chart for the In-Area Plan. The In-Area Plan and its benefits apply to any eligible employees, retirees, and their dependents whose record is in Texas, New Mexico, or Washington, D.C. Table 12 below also lists coverage in the BCBS Out-Of-Area Plan. The Out-Of-Area Plan and its benefits apply to any eligible employees, retirees, and their dependents whose residence of record is outside of Texas, New Mexico, or Washington, D.C. The prescription drug plan benefits are the same for both plans. Faculty and staff should review the BCBS plan before buying additional insurance or departure, research what medical providers in their host city are considered "in-network" providers, be prepared to pay out of pocket for minor medical needs and submit a claim as early as possible.

Table 12: Blue Cross/Blue Shield UT Select International Benefits

Risk	Maximum Coverage for In-Network	Out of Network
Repatriation expense	N/A for deceased, medical repatriation \$2,000	
Annual deductible	\$350/individual; \$1,050/family	\$750/individual; \$2,250/family
Annual medical coinsurance maximum	\$2,150/individual; \$6,450/family (does not include deductible)	\$4,250/individual, \$12,750/family (does not include deductible)
Annual out-of-pocket maximum	\$6,850/individual; \$13,700/family (all member medical/prescription drug allowed cost share)	N/A
preventive care	Plan pays 100% (no copayment required)	60% plan, 40% member
other covered medical services	75% plan, 25% member	60% plan, 40% member
bariatric surgery (pre-determination recommended)	\$3,000 deductible (does not apply to plan-year deductible or out-of-pocket maximum) (After \$3,000 bariatric surgery deductible, plan pays 100% of covered services when using network providers)	\$3,000 deductible (After \$3,000 bariatric surgery deductible, plan pays 100% up to allowable amount) (member pays charges exceeding allowable amount)

Auto Rental Contracts

The UT-System has apparently developed standard liability coverage insurance policies with each of the System approved auto rental companies, including (a) Avis/Budget; (b) Hertz; (c) Enterprise/National; and (d) Anthony Travel Motor Coach. There apparently are many alternative costs and coverages, depending on the location of the rental. The C-6 Committee does not have a copy of the policies from those rental companies, so it is not possible to report on the standard insurance coverages per the corporate contract. The UT-Austin website <https://travel.utexas.edu/rentalcar/>, has general guidance for insurance coverage.

“Contracted vendors include collision damage waiver and liability damage waiver (CDW/LDW) insurance in most of their rental rates, so you usually won’t have to worry about getting insurance when you use a contracted vendor.

It is not clear how to obtain details of insurance coverage. Table 13 lists the auto rental firms and their contact numbers.

Avis and Budget provide rentals at daily rates ranging from \$30.00 to \$76.00 depending on the type and size of the car. Daily rates outside of Texas are an additional \$2.00 per day, with the exception of Budget H-Luxury rates being an additional \$10.00 per day. Additional daily charges

apply to certain locations in the U.S. Loss Damage Waiver (LDW) is included in all business rentals and liability insurance coverages are included in all rentals. Avis is located close to the UT System Offices at 1104 I-35. The contact for the office is Kamilah Powell, Location Manager, telephone 512-480-8333.

The partnership between UT Austin and Hertz provides daily business travel rates ranging from \$32.00 to \$84.00 depending on the car class. There is no drop fee for one-way rentals if rented and returned within Texas, and city surcharges may apply for locations outside of Texas.) LDW and Liability Protection Override insurances are covered in the UT rates for rentals in the U.S. including Alaska and Hawaii. The Hertz Manager and Support contacts are Mark Floyd, Account Manager, telephone 1-281-808-9733 and Karen Alexander, Sr. Account Service Representative, 1-281-209-6739.

UT daily rates with Enterprise and National Car Rental Program range from \$31.36-\$96.04 depending on the size of the car. Renting a one-way vehicle and returning it in Texas will result in no mileage or drop fees, and the contracted rates will apply. Collision damage waiver (CDW) and liability protection are only included in business rentals. The contact for the help line is 512-912-5500.

Anthony Travel Motor Coach assists UT Austin colleges and departments with arranging and managing charter bus services. The company manages all bus transportation. Rates are not listed clearly on the UT website. If Anthony Travel cannot provide bus transportation in a certain location, the company can be reached through ypcfo.contracts@austin.utexas.edu. The Anthony Travel Moto Coach office numbers for UT Austin is 512-232-5115, and fax 512-232-9408. For questions about online reservation requests, the person of contact is Renee Wells at ReneeWells@anthonytravel.com.

Table 13. Auto Rental Vendor Contact Information

Vendor	Discount Number	Phone Number
Avis US	S828003	800-331-2212
International		800-331-1084
Emergency Road Service (US)		800-354-2847
Budget US	R524103	800-527-0700
International		800-472-3325
Emergency Road Service		
Enterprise	UTS005	512-912-5500
International		
Emergency Road Service (US)		800-307-6666
Hertz US	1989415	800-654-3131
International		800-654-3001
Emergency Road Service (US)		800-654-5060

National	UTS005	512-912-5500
Emergency Road Service (US)		800-367-6767

Blanket Accident and Sickness: ACE American Insurance Company

The UT System has purchased a blanket accident and sickness policy from ACE American Insurance Company of Philadelphia, PA. ACE does not list a physical address, phone number, website or contact person. The policy identifies as eligible persons all students, faculty and staff engaged in educational activities sponsored by UT. The covered activities include educational travel with limited coverage for “personal deviation” and there are differences in coverage for education travel (class 1) and business travel (class 2). It is not clear whether this policy is a separate insurance policy from the International SOS policy listed as #4; the policy’s language differs, although it is with the same company. Table 14 lists benefits, which are similar to benefits covered by SOS. Each of the benefits are described in detail in the policy.

Table 14: Coverage of International Travel

Risk	Maximum Coverage
Medical expenses	
Class 1	\$200,000 per person
Class 2	No coverage
Preexisting conditions	\$15,000
Dental treatment	\$250 per tooth, injury only \$500 per tooth, pain alleviation
Pregnancy, emergency treatment	Treated as any other medical condition
Hospital room and board charges	100% of average semi-private room rate
Hospital ICU room and board charges	200% of average semi-private room rate
Chiropractic care	\$50 per visit, up to 10 visits
Mental and nervous disorders	\$10,000 inpatient \$10,000 outpatient
Prescription drugs	
Inpatient co-insurance	100% of covered expenses
Outpatient co-insurance	100% of covered expenses
Deductible	\$0 per covered accident or illness
Emergency room deductible	\$0 (if the person is a hospital inpatient)
Co-insurance rate	100% of usual and customary charges
Emergency room benefits	up to \$10,000
Emergency medical evacuation	100% of covered expenses
Repatriation of remains benefit	100% of covered expenses
Emergency reunion benefit	\$12,500 maximum Daily benefit and number of days up to maximum
Family reunion benefit	\$5,000
Emergency hotel convalescent benefit	\$100 per day for 7 days
Financial instrument reimbursement	\$1000
Home country emergency benefit	\$20,000 for up to 30 days

Legal expense benefits	\$5000
Prescription replacement benefit	\$2,500
Return ticket benefit	\$2,500
Security evacuation benefit	\$100,000 per person, \$2.5 million per occurrence
Travel documents	\$500
Trip delay benefit	\$500
Trip interruption benefit	\$2,500
Total of all benefits	\$1 million per occurrence
Accidental death and dismemberment	\$15,000

FACULTY LIABILITY FOR EVENTS BEYOND THEIR CONTROL

One of the risks in any student travel abroad is that an accident or incident could occur to a student resulting in injury, illness, death or other negative consequences. One of the risks to faculty or staff leading student travel abroad is that the student or his/her family could believe that the incident/accident in question could have been prevented or ended differently had the supervising faculty/staff behaved differently. In such circumstances the party experiencing the loss could sue UT, the UT System and/or the supervising faculty staff. This risk of third party legal suit is the basis for a concern over “liability” of supervisory faculty /staff for student travel abroad.

Some behavior maybe more likely to lead to a legal suit than other behavior. For example, a faculty or staff member could be held liable for accidents or events based on the faculty member’s leading or engaging in activities that are prohibited specifically by the UT System. Such activity includes: providing or drinking alcohol with student participants; bringing or taking students on their own personal trips before, during, or after the program has started/ended; engaging in a physical or intimate relationship with a student participant; willful or wrongful acts; acts of gross negligence; or criminal acts. Other behavior is less likely to lead to a legal suit. For example, the UT office legal Affairs (OLA) interprets Section 1.4.00 of Texas Council Practice of the Texas Civil Practice and Remedies Code that liability is less likely for acts or omissions occurring within the course and scope of duty, not but negligent acts. OLA indicates that willful or wrongful acts, acts of gross negligence or criminal acts are not covered by the statute.

This section discusses potential liability for events beyond the faculty/staff’s span of control. There are six levels of liability protection discussed below: (a) liability protection based on The University of Texas System as the ‘sovereign’; (b) liability due to behavior falling with the scope of duty; (c) liability protection due to faculty/staff employment; (d) liability protection through UT System-purchased institutional insurance products; (e) supplemental liability protection due to faculty-staff purchased third-party, individual liability insurance policy; and (f) umbrella liability insurance based on an individual’s home and/or auto insurance policy.

Sovereign Immunity

The UT Office of Legal Affairs (OLA) states in its briefings to UT faculty and staff at Health and Safety Workshops that Texas’ state government is the ‘sovereign,’ the successor to the British

monarch, OLA suggests that there exists a legal precedent that an individual citizen or business cannot sue the sovereign without the agreement by the sovereign to be sued, a situation called a 'sovereign immunity bar to liability suits.' As UT is not likely to accept to be sued for liability for any accident occurring on one of its international programs, OLA argues that it is unlikely that a faculty member will be sued by any individual or business because of the sovereign immunity bar. There are four ambiguities with this position.

Ambiguity #1: Is the Sovereign Really Immune? It is unclear whether in practice UT-Austin as a sovereign is immune to suits. It is the understanding of the C-6 Committee that a number of suits have been brought successfully against UT and that the courts have allowed some of those suits to reach court for trial. It would be useful to know under what conditions immunity is likely and under what conditions sovereign immunity can be challenged successfully. [Note: The final draft of the report ought to include information on suits that have passed the bar to sovereign immunity.]

Ambiguity #2: Is the Sovereign Immune Away From the Throne? It is unclear whether the sovereign immunity bar holds outside of Texas or outside the U.S. In the event of an accident or incident within an international program, suits could be brought in other U.S. states and certainly legal causes could be filed in other nations. This concern increases in other nations where offences that would be treated as civil cases in the U.S. could be brought in criminal court outside the U.S. One example would be, if a UT person is driving a rental car in Japan and hit by another driver who is at fault; under that scenario it is still possible that the UT driver could be brought into criminal court for being part of the accident. A second example would be if a UT international program director hires a person in a nation where employment actions can be criminal offences. If the local-hire employee does not conduct her/himself properly and if the UT representative fires the employee for cause, then there is a possibility that a criminal case could be brought in court against the faculty member for firing an employee. It would be useful to know under what conditions immunity holds outside of Texas. It would be helpful to know what options are open to UT employees if such incidents or accidents occur in a jurisdiction outside of Texas. [Note: The final draft of the report ought to include information on criminal court risks in other nations.]

Ambiguity #3: Can a Faculty Member Be Sued as an Individual for Liability? It is reasonable to believe that a person or business can sue an individual faculty or staff member for liability from an incident arising out of an international UT program where the suit is not against UT, the UT System, or the State of Texas, but against the individual faculty or staff member. Are there court cases where an individual has been sued in Texas as an individual, while performing activities within the 'course and scope' of employment at UT, without engaging the State of Texas' sovereign immunity bar? [Note: The final draft of the report ought to include information as to whether any such suits have been brought against individual faculty, while not against UT or the UT-System.]

Ambiguity #4: Will a faculty Member Be Defended in Case of a Suit? UT faculty and staff cannot control whether they will be defended in court under the sovereign immunity doctrine. The

decision to provide legal counsel rests in the hands of persons whose interests may differ from the faculty or staff member. For example, the Texas Civil Practice and Remedies Code Section 104.001 provides that: “The State will indemnify and defend State employees in certain causes of action occurring within the State employee’s course and scope of employment.” This means that the Attorney General of Texas is responsible for determining whether to represent a faculty member sued for liability. This statute covers acts or omissions occurring within the course of scope and duty, but it does not cover willful or wrongful acts, acts of gross negligence, or criminal acts. The faculty’s scope of employment includes the performance of a task lawfully assigned to an employee by a competent authority (Tex.Civ.Prac.&Rem.Code Section 101.001(5)). [Note: the final draft of the report ought to include information as to whether the Texas Attorney General as a matter of policy or practice has ever decided not to defend a faculty member sued for liability.

Third-Party Liability Insurance as a Protection to Leaders of International Programs

The UT Office of Legal Affairs (OLA) states in the briefing materials presented to UT faculty and staff leading programs abroad that faculty are protected from liability risks due to Tex. Civ. Prac. & Re. Code Section 1-4.001 which states that:

“The State will indemnify and defend State employees in certain causes of action occurring within the State employee’s course and scope of employment.”

OLA interprets that statement to mean that Section 1.4.00 covers acts or omissions occurring within the course and scope of duty, not but negligent acts. OLA indicates that willful or wrongful acts, acts of gross negligence or criminal acts are not covered by the statute. The OLA provides further guidance to faculty and staff regarding their behavior:

“You must exercise reasonable care in the performance of your official duties”

“What does ‘reasonable care’ mean? There is no “bright line” test. You have to use your best judgment in determining what is appropriate conduct in a given situation (ask yourself: would I want my son or daughter to do this?). UT has several resources to defend UT employees who are sued while acting in the course and scope of their employment. To minimize risk when you are abroad, ask yourself how a reasonably prudent person would act in a similar situation.”

One way that the UT-System seeks to protect faculty members and staff is through the purchase of third-party liability insurance policies, such as those listed above in the insurance section of this report. One ambiguity of an UT-system purchased, third-party liability insurance is the meaning of “the course and scope of employment.” A second ambiguity is the nature of who is the decider: who decides when to defend a faculty member charged in a liability case.

Ambiguity #4: Course and Scope

The OLA in its faculty briefings makes reference to Tex. Civ. Prac. & Rem. Code Section 101.001(5), the so-called ‘Were you doing the job that you were hired and paid to so?’ clause:

“[T]he performance for a governmental unit of the duties of an employee’s office or employment and includes being in or about the performance of a task lawfully assigned to an employee by a competent authority.”

Neither the UT System nor UT Austin have ever been willing to put in writing that leading a student group overseas or authorizing travel overseas constitutes action within “course of scope of employment” that such work represents “a task lawfully assigned by a competent authority.” Indeed, when questioned UT and UT-System staff indicated just the reverse: no one has ever assigned a faculty or staff member to lead or authorize a student program abroad; each person does so her or himself. It would be helpful if in the final report if UT ever put this ambiguity to rest stating that a faculty who leads or supervises student travel abroad does so as a part of University employment, as a faculty or staff member.

Ambiguity #5: Who Is the Decider?

It is not clear whether it will be up to the Texas Attorney General to determine whether to defend against a liability action even when the UT-System owns third-party liability insurance for a faculty liability suit. It also is not clear whether the decision to defend a faculty or staff member in case of a liability action would be the responsibilities of the UT System Chancellor, the UT System Vice Chancellor and General Counsel, the UT-Austin President, or someone else. It would be helpful in the final report if there could be some clarity in who would decide to defend or not.

Liability Protection as a Result of Employment

In 2017, the UT System implemented a policy that appears to offer to defend in court any employed faculty/staff member sued for liability. Despite this statement (see below), UT Austin and the UT System have not stated whether a faculty/staff member paid to lead a student program or supervise students abroad would fall within the category of “the performance of a task lawfully assigned to an employee by a competent authority.”

“Sec. 1 Policy Statement.

It is the policy of The University of Texas System to defend and indemnify employees of U.T. System Administration and U. T. institutions who become parties to legal proceedings in the course and scope of performing their employment responsibilities in good faith.

Sec. 2 Policy.

2.1 The Vice Chancellor and General Counsel of U. T. System is responsible for applying this policy.

2.2 Legal representation and indemnification under this policy is intended to conform to Chapters 104 and 108 of the Texas Civil Practices & Remedies Code, or as otherwise authorized, where appropriate, by the Vice Chancellor and General Counsel in consultation with the responsible officers of U. T. System and/or the relevant U. T.

institution. This policy does not preclude coverage of non-employees in certain appropriate circumstances.

2.3 Determinations about the application of this policy to an employee of a U. T. institution will be made by the Vice Chancellor and General Counsel in consultation with the President and chief legal officer of the institution, and the appropriate Executive Vice Chancellor. If the person is an employee of U.T. System Administration, these determinations will be made by the Vice Chancellor and General Counsel in consultation with the Chancellor or Deputy Chancellor.

2.4 If an employee and a U. T. System institution and/or U. T. System Administration are parties, the Vice Chancellor and General Counsel shall have the discretion to determine when a conflict of interest – or other good cause – exists such that separate representation of the employee may be provided.

2.5 When legal representation is provided for an employee under this policy, the U. T. institution and U. T. System Administration shall have authority over litigation and settlement strategies and decisions. The employee's full and honest cooperation with legal counsel is a condition of continued defense and indemnification under this policy.

2.6 U.T. System may revoke its initial decision to defend and indemnify an employee if information is received that the employee was not acting in good faith in the course and scope of performing her/his job, failed to fully and honestly cooperate with legal counsel (Sec. 2.5, above), or violated or otherwise failed to satisfy a condition required by state law or policy. If that occurs, U. T. System Administration or the relevant institution may seek restitution from the employee for expenses, including attorney's fees and costs, incurred before the revocation.

2.7 Employees may, at their own expense, retain separate legal representation rather than avail themselves of defense under this policy. If that occurs, U. T. System will not indemnify the employee for any settlement, judgment, or expense incurred.

2.8 This policy does not apply to an employee's involvement in internal administrative proceedings at a U. T. institution or U. T. System Administration.

2.9 This policy does not apply to the involvement of certain medical professional employees in legal proceedings arising out of official duties performed within the scope of the medical professional role. Defense and indemnification in these proceedings is provided under procedures administered separately.

This statement appears to supersede the language and requirements of section 101.101 (5). It appears to provide certainty that a faculty or staff member sued for liability associated with facilitating or supervising student travel abroad will be defended in a liability court case, unless

there should be extenuating circumstances precluding a defense, such as improper faculty actions.

When Would a Personal Professional Third-Party Liability Insurance Be Useful?

Many professional associations sell third party liability insurance that a faculty or staff member can purchase to provide her/himself with assurance of legal counsel, regardless of any decision by a Texas Attorney General, a UT-System Chancellor, or a Vice Chancellor and General Counsel. Such policies are generally not expensive, because they only cover liability for activities that fall within the employee's "normal" course and scope of employment. Neither the UT System nor UT Austin have ever opined on the issue as to when a faculty/staff member leads a program abroad or supervises students abroad that she/he is acting within a UT faculty member's "normal" course and scope of employment. It would be useful for the UT System to confirm such an interpretation: leading a study abroad program or facilitating student travel abroad is an activity within the "normal course and scope of employment." [Note:, neither the UT System nor UT-Austin have ever stated directly such an interpretation. In the final draft of this report, such a statement would be helpful because then an employee could assure coverage through the private insurance provider she/he has engaged under the private liability policy.] There are two ambiguities associated with this approach: when the use of a private liability policy is unwise, and whether it represents a legitimate reimbursable cost of an international program.

Ambiguity #6: When an employee ought not to implement a private third-party liability policy
There are times when a faculty/staff member who owns a personal, third-party liability policy might not wish to implement it. Consider point 2.7 of the UT System policy listed above:

"2.7 Employees may, at their own expense, retain separate legal representation rather than avail themselves of defense under this policy. If that occurs, U. T. System will not indemnify the employee for any settlement, judgment, or expense incurred."

If an employee were to use her/his own professional liability policy, that policy could preclude coverage by UT's liability policy.

Ambiguity 7: Is a third-party liability policy appropriate for reimbursement leading an international program or facilitating student travel abroad expense of an international program?

It is not clear whether such a third-party professional liability policy could be an appropriate and reasonable cost that could be reimbursed by program receipts for an international UT program sending or leading student abroad.

Liability Protection From a Personal Umbrella Policy

Many owners of home or auto policies have a liability clause and there exist many so-called "umbrella" policies that provide liability protection to provide a legal defense of the policy holder in the event of a liability suit. It is not clear whether such a private umbrella policy can

be used by a faculty or staff member to provide a defense in the event of a liability suit associated with leading an international program or facilitating student travel abroad.

APPENDIX A: FORMS

FACULTY RESPONSIBILITIES FOR STUDENTS ON INTERNATIONAL PROGRAMS

- Item 1: Study Abroad Incident Report Form
- Item 2: International Travel Request Authorization – Group
- Item 3: Student Restricted Regions Travel Request – Category 1, 2, 3
- Item 4: Student Restricted Regions Travel Request – Category 4
- Item 5: Release and Indemnification Agreement – Adult Student
- Item 6: Faculty/Staff Request to Travel to Restricted Regions
- Item 7: Restricted Regions Travel Request for UT Organized Activity/Program - Category 1, 2, 3
- Item 8: Restricted Regions Travel Request for UT Organized Activity/Program - Category 4
- Item 9: Faculty Disposition Form
- Item 10: Misconduct Resolution Process
- Item 11: Study Abroad Safety and Security Program Assessment
- Item 12: Emergency Response Plan (ERP)
- Item 13: Grade Sheet
- Item 14: Foreign Fire Safety Inspection Form
- Item 15: Health Clearance Form
- Item 16: Specialist Form
- Item 17: Sample Itinerary form

Item 13

GRADE SHEET

The grade sheet is a form provided by the University of Texas at Austin a corresponding Office of the Registrar to the faculty member at the end of a semester in which a course is taken. The grade sheet lists each student with space to submit a grade.

UNIVERSITY OF TEXAS AT AUSTIN
STUDY ABROAD INCIDENT REPORT FORM

1. Get name and phone number to call individual back in case the call is dropped.
2. Gather – who, what, where, when, why
3. Inform caller of your name and contact information and a specific timeline for a return call.

ISOS Case #:		Name:	
Country / City:		EID:	
Date of Incident:		Email:	
Time of Incident:		Phone #(s):	
Location of Incident:			
Program name/code:			

Initial Report

Means reported:	(ex: phone, email, text, in person, etc.)
By whom reported:	(ex: student, staff, parent, ISOS, etc.)
To whom reported:	

Other Individuals Involved in Incident

Others involved:	
Contact details:	

UT Incident Manager

Name:		EID:	
Cell phone:		Email:	

3rd Party Incident Manager (e.g., CIEE)

Name:		Affiliation:	
Cell phone:		Email:	

University Compliance Services

Is this a "significant event" (i.e., hospitalization, aggravated assault, sexual assault, death, serious injury, arrest, evacuation, or other news-worthy event)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, the Risk Analyst (Jess Miller) must contact University Compliance Services. Incident managers should notify the Risk Analyst immediately (512-669-8488). Insert date/time of UCS reporting here:	

Details of Incident (Chronological account)
Actions Needed/Taken, and by Whom
Incident Updates (Chronological updates)

Internal Use Only (International Office)

Email template for circulating Incident Report Form:

Subject: Initial Incident Report on PEACE

Hello Study Abroad Leadership and Global Risk,

Please be aware that there is an initial incident report posted to PEACE for EID: In city, country.

No immediate action required (or) Immediate action required and being taken.

XXX is the acting Incident Manager.

Thank you,

Signature

Every time there is an update to the Incident Report Form, please send another email, Email template for circulating an updated Incident Report Form:

Subject: Updated Incident Report on PEACE

Hello Study Abroad Leadership and Global Risk,

Please be aware that there is an updated incident report posted to PEACE for EID: In city, country.

No immediate action required (or) Immediate action required and being taken.

XXX is the acting Incident Manager.

Thank you,

Signature

(Please do not circulate the document via email, simply post it to the PEACE folder.)

For Global Risk and Safety Use Only:

Clery Act Reporting (Handbook pg 249)

- | | |
|---|---|
| <input type="checkbox"/> Murder/non negligent manslaughter | <input type="checkbox"/> On campus |
| <input type="checkbox"/> Negligent manslaughter | <input type="checkbox"/> In campus residence hall |
| <input type="checkbox"/> Sex offenses - forcible | <input type="checkbox"/> Non campus property |
| <input type="checkbox"/> Sex offenses - non-forcible | <input type="checkbox"/> Public property adjacent to and accessible from campus |
| <input type="checkbox"/> Robbery | <input type="checkbox"/> Other = no report |
| <input type="checkbox"/> Aggravated assault | |
| <input type="checkbox"/> Burglary | |
| <input type="checkbox"/> Motor vehicle theft | |
| <input type="checkbox"/> Arson | |
| <input type="checkbox"/> Arrests | |
| <input type="checkbox"/> Disciplinary referrals - weapons | |
| <input type="checkbox"/> Disciplinary referrals - drugs | |
| <input type="checkbox"/> Disciplinary referrals - liquor laws | |
| <input type="checkbox"/> Stalking | |
| <input type="checkbox"/> Domestic violence | |
| <input type="checkbox"/> Dating violence | |

International Office - INTERNAL INSTRUCTIONS and ROUTING

- 1) Save file as: "last EID incident"; example: "Smith EID123 Incident"
- 2) Save ISOS report if applicable: "last EID ISOS"; example: "Smith EID123 ISOS"
- 3) Send notification to: JM, HMT, MI, CS, AP; cc: AS, AT
- 4) Save copy in correct folder upon creation and immediately following any updates:
Peace\Study Abroad\Health and Safety (Risk Emergency)\Accident & Incidents (Reports & Logs)\Submitted

EXTERNAL INSTRUCTIONS

- 1) Email Incident Report to both:
amsr@studyabroad@austin.utexas.edu
and your department's program coordinator
- 2) Attach ISOS report if applicable

Item 2



The University of Texas at Austin International Office

INTERNATIONAL TRAVEL REQUEST AUTHORIZATION -- GROUP*

Note: All travel to countries listed on the UT-Restricted Regions list must be approved by the International Oversight Committee. Please visit <http://world.utexas.edu/risk/travelpolicy> to view official policy and procedures. Sea vessels are not restricted nor a Restricted Region. Sea vessel travel affects insurance coverage. International SOS coverage does not take effect until a traveler is on land in a country of coverage.

*This form should only be completed by faculty/staff/organizational leaders requesting travel authorization on behalf of a student group.

Part I. GROUP LEADER INFORMATION

Printed Name of Faculty/Staff/Org Leader

Position/Title

Administrative Unit/Organization

E-mail

Work Phone

Date Signed

Note: Please attach a list of all traveling students' names and EIDs. Each student must complete all requirements in Part IV of this document prior to travel. Group leaders are responsible for collecting key documentation (detailed in Part IV) from every student traveling and submitting all student documents together with the ITRAF form to the International Office.

Part II. GROUP TRAVEL/RESEARCH INFORMATION

Purpose of Trip

Destination(s)/Location(s)

Departure Date

Return Date

Total Number of Student Participants: _____

Total Number of Faculty/Staff Participants: _____

Designated Group Trip Name (Example: "GEO-Paris-2014*");

(for use by students when registering in the UT International Travel Registry)

Academic Travel

Non-academic Travel

Academic travel is defined as:

- Dissertation Research (research in general)
- Language study for UT academic credit or degree req.
- Internships for UT academic credit or degree requirement
- Field Study
- TA's / AP's / Research Assistants / Graduate Assistants still enrolled as students and receiving UT academic credit or marks toward degree completion for this study abroad experience.

Non-academic travel is defined as:

- Conference or student organization travel
- Internship unrelated to UT academic requirements/credits, but supported through UT scholarship, grant, salary stipend or coordination support
- TA's / AP's / Research Assistants / Graduate Assistants still in enrolled as students, yet not receiving UT academic credit or marks toward degree completion for their study abroad experience.

Part IV. REQUIRED ADDITIONAL STUDENT STEPS & DOCUMENTS

In addition to this form, all students traveling with the group must complete each of the steps listed below:

1. Read and sign the Release and Indemnification Agreement & Emergency Medical Authorization Release Form.
2. Register in the online UT International Travel Registry and print their Confirmation of Registration page.

Group leaders are responsible for collecting the following student documentation from *each student* and submitting all documents together with their ITRAF form to the International Office:

1. A list with the names and EIDs of all students traveling.
2. Signed Release and Indemnification Agreement & Emergency Medical Authorization Release Forms for all students traveling.
3. Printed Confirmation of Registration in the UT International Travel Registry

HOW TO SUBMIT

When completed, all documents should be submitted to: travelabroad@austin.utexas.edu.

Please include your first name, last name, and EID on all document attachments. Example: "JohnSmith_abc123_ITRAFDocs"

Materials may also be submitted to the UT Austin International Office by mail or in-person:

ATTN: ITR/ISR Coordinator
Campus Mail Code: A7000

Fax: #512-232-4363

Mailing Address:
P.O. Box A
Austin, TX 78713-8901

Physical Address:
2400 Nueces St., Suite B
Austin, TX 78705

Submission of all Travel Request Authorization materials to the International Office is an important part of preparing for a safe trip abroad; travel should not begin before UT has officially granted approval.

Group Leader Checklist for Submission

To facilitate processing, please submit all student documents with this form.

- Completed Group Leader ITRAF (Parts I, II, III)
- A list of the names and EIDs of all student participants.
- Signed Release and Indemnification Form & Emergency Medical Authorization Release Forms for all students traveling.
- Printed Confirmation of Registration in the UT International Travel Registry from all students (Part IV).

Important Notes:

- You will receive confirmation of your group's authorization for travel via email once the group travel has been cleared.
- Estimated Processing Time for this form is 4 to 7 days, please plan accordingly.

Item 3



International Office
 University of Texas at Austin
 P.O. Box A, Austin, Texas 78713-8901 • (512) 471-3144 • FAX (512) 232-4363
 2400 Nueces Street, Austin, Texas 78705

Student Restricted Regions Travel Request – Category 1, 2, 3

It is UT Austin's policy that students may not travel to Restricted Regions for either academic, professional or other purposes. The International Oversight Committee (IOC) may grant exceptions to this rule on a case-by-case basis. Requesting an exception and submitting the appropriate documentation for IOC's review does not guarantee travel approval. The IOC strongly recommends that no travel arrangements be made until the UT Austin student has received the IOC's final written approval to travel to the designated Restricted Region.

STUDENT DETAILS

_____	_____	Select one:
Student name	UT EID	Classification
_____	_____	_____
Department/college	Phone	Email

DESCRIPTION OF TRAVEL

Proposed location (include all countries and cities for this trip.) _____

Proposed dates of travel (Use a date range if your itinerary is tentative.) _____

Purpose of travel _____

Visit <http://world.utexas.edu/risk/restrictedregions>. What is the highest category of restriction for your proposed trip? Select one:

Are you receiving academic credit in connection with this travel? Select: _____ If yes, what kind: Select one: _____

If other, explain: _____

REQUEST PACKAGE CHECKLIST

Please enclose all of the following documents when submitting your request package to the International Oversight Committee (IOC). Send by email to IOC@austin.utexas.edu.

- This complete Restricted Regions Travel Request Form with all required signatures
- Proposed itinerary and activities page
- Letter to IOC addressing academic rationale and safety preparedness
- Departmental letter of support and explanation of academic rationale, if required
- Printed U.S. Department of State and international SOS required online content

REQUIRED ACADEMIC ENDORSEMENT

By signing below, the Chair and Dean of the department/college/school in which the student is enrolled certify that the proposed travel is:

Check appropriate box: Academically necessary / Academically important / Not academically necessary or important

Further, that the student is prepared to reasonably mitigate the accompanying risks. (The IOC welcomes additional comments from the chair and dean. Simply attach to this form, or email IOC@austin.utexas.edu.)

_____	_____	_____
Chair Signature	Print name	Date
<i>For non-departmentalized schools, the signature of the Dean is sufficient.</i>		

_____	_____	_____
Dean/VP Signature (or Dean/VP delegate)	Print name	Date

Travelers will be notified of the IOC's decision by email. Other UT administrator to be notified: _____

Student Restricted Regions Travel Request – Category 1, 2, 3

EMERGENCY CONTACT INFORMATION

Note: Please provide all phone numbers as if one were dialling from the U.S. (e.g., a Mexico City phone number would read 011-52-55-5080-2000).

A. TRAVELER'S CONTACT INFORMATION ABROAD

Name as it appears on passport.

Cell phone number(s) where you can be reached while abroad.

Land line phone number(s) where you can be reached while abroad. Include name/location of land line.

Optional: Satellite phone number(s) where you can be reached while abroad. Areas with poor infrastructure or extreme/high risk, satellite phone may be required.

Include any additional personal contact information here (e.g., alternate phone numbers, Facebook account, AIM/Skype name, Twitter account, etc.). Note: UT respects your privacy, and will only access your social media sites in the event of an emergency.

B. U.S. EMERGENCY CONTACT

Contact name

Relationship

Email

Cell phone

Complete physical address

Work phone

C. LOCAL (ON-SITE) EMERGENCY CONTACT

Contact name

Title/Relationship

Email

Cell phone

Complete physical address

Work phone

D. UT AUSTIN DEPARTMENT/UNIT EMERGENCY CONTACT

Contact name and title

Department/Unit

Email

Work phone/Cell phone

Secondary contact name and title

Work phone/Cell phone

Emergency Medical Authorization

Note: Note required for students registering in ISR.

I, the undersigned, do hereby authorize The University of Texas at Austin and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are _____ to _____, 20_____.

I am eighteen years of age or older, have read the above authorization, and confirm that the information contained therein is true and accurate.

Student Signature

Print name

Date

Student Restricted Regions Travel Request – Category 1, 2, 3

REQUIRED ATTACHMENTS

In addition to your completed request form above, you must attach each of the following to complete your request package.

✓ **ATTACH YOUR PROPOSED ITINERARY & ACTIVITIES**

Respond to each of the following for all your proposed travel destinations (include start and end dates for multiple destinations). If your travel dates and details are tentative, simply describe as much as you can, noting you will update the IOC with details before you travel.

1. List physical addresses for your accommodations and where you will be based. Be specific enough for an accurate search on Google Maps.
2. List proposed airlines and flight #'s. (The IOC recommends you do not book travel prior to approval, however please list potential flight information.)
3. Describe how you will travel within the region, and day-to-day movement.
4. Describe any field trips or excursions to other locations outside the main area(s) described in #1.

✓ **ATTACH A LETTER TO THE IOC**

Please attach a 1-2 page letter answering each of the questions below.

I. Academic Rationale

1. What are the academic purpose and goals of the travel?
2. What is the compelling academic reason why this travel must take place at the location, despite current risks?
3. How will this travel impact coursework at UT and aid in the pursuit of a degree? Will academic credit be awarded?
4. What relevant coursework has prepared you for the travel?
5. What alternative opportunities are available and why were they not chosen?

II. Safety Preparedness

1. What is your level of familiarity with the proposed destination? (E.g., professional networks, family connections, language proficiency, etc.)
2. What are relevant experiences that have prepared you for this travel?
3. Give a detailed summary of your discussion with International SOS. Include: What health or safety risks were identified? How were you advised to mitigate those risks? What other travel advice was provided?
4. Given your discussion with ISOS, and after reviewing the U.S. Department of State Travel Warning (where applicable), what specific steps will you take to mitigate the health, safety and security risks?
5. What is your plan in an emergency or crisis? (Include any on-site organizational or institutional support that you would have.)

✓ **ATTACH A DEPARTMENTAL LETTER OF SUPPORT (Exception: Graduate students traveling to Category 3 locations.)**

Attach a departmental letter of support for your proposed travel, written by a UT faculty member. This letter does not need to endorse the safety of the location, but should make a compelling and detailed argument in support of the academic value of the program and the academic rationale for operating at the proposed location, despite the current risk. The faculty letter should:

- a. Explain the academic purpose and goals of the travel.
- b. Provide a compelling academic reason why travel must take place at the location, despite the current risk.
- c. Explain why these academic objectives cannot be achieved elsewhere.
- d. Show how the travel will help fulfill degree requirements.

✓ **ATTACH THE U.S. DEPARTMENT OF STATE TRAVEL WARNING OR ALERT**

Visit <http://www.travel.state.gov/> and read the full content of the most current U.S. Department of State Travel Warning or Alert (if applicable) for your destination. Print and scan, or print to PDF and attach to your request package. If there is no Warning or Alert, skip this section.

✓ **ATTACH THE INTERNATIONAL SOS ONLINE TRAVEL ADVICE**

You must print and read a country report by following these steps:

1. Visit <http://www.internationalsos.com> and enter the UT Member Login: 11BSGC000037
2. Click "Print/Email Report" from the left side of the page.
3. Select the destination country.
4. Select your destination city. If city is not listed, disregard.
5. Check each of the following boxes:
 - a. Overview Overview
 - b. Security Security Advice
 - Summary
 - Personal Risk
 - Country Stability
 - c. City Security Advice
 - Security Guide
6. Click "Create Report", then print and scan, or print to PDF and attach to your request package.

Student Restricted Regions Travel Request – Category 4

It is UT Austin's policy that students may not travel to Restricted Regions for either academic, professional or other purposes. The International Oversight Committee (IOC) may grant exceptions to this rule on a case-by-case basis. Requesting an exception and submitting the appropriate documentation for IOC's review does not guarantee travel approval. The IOC strongly recommends that no travel arrangements be made until the UT Austin student has received the IOC's final written approval to travel to the designated Restricted Region.

Student Details

Student name	UT EID
Department/college	Select one:
Email	Classification
	Phone

Description of Travel

Proposed location(s)	Proposed dates
Purpose of travel (E.g., Collecting data for research, attending a conference, study abroad program, etc.)	
Are you receiving academic credit in connection with this travel? Select:	Are you traveling with a UT program? Select:
If other, explain:	

Emergency Medical Authorization

Note: Note required for students registered in ISR.

I, the undersigned, do hereby authorize The University of Texas at Austin and its agents or representatives to consent, on my behalf, to any medical/hospital care or treatment (including locations outside the U.S.) to be rendered upon the advice of any licensed physician. I agree to be responsible for all necessary charges incurred by any hospitalization or treatment rendered pursuant to this authorization.

The effective dates of this authorization are:

I am eighteen years of age or older, have read the above authorization, and confirm that the information contained therein is true and accurate.

Student Signature	Print name	Date
-------------------	------------	------

SIGNATURES

STUDENT: By signing/typing below, I (the student): Certify that the information provided in this request form is true and correct to the best of my knowledge; Confirm that any travel to a Restricted Region is strictly voluntary; Acknowledge that in the event of approval, the University retains the right to withdraw the exception and/or require return to the U.S.; Acknowledge that in the event of denial, the International Oversight Committee decision to deny travel is final.

Student Signature	Print name	Date
-------------------	------------	------

CHAIR/UNIT HEAD: By signing below, the chair of the department in which the student is enrolled certifies that the proposed travel is:

Check appropriate box: Academically necessary / Academically important / Not academically necessary or important

Further, that the student is prepared to reasonably mitigate the accompanying risks. (The IOC welcomes additional comments from the chair. Simply attach to this form, or email IOC@austin.utexas.edu.)

Chair Signature	Print name	Date
-----------------	------------	------

THE UNIVERSITY OF TEXAS AT AUSTIN

RELEASE AND INDEMNIFICATION AGREEMENT - Adult Student

STUDENT: _____ UT EID: _____
Name (last name first - please print or type)

Address

City, State, Zip Code

DESCRIPTION OF ACTIVITY OR TRIP: _____

MODE OF TRANSPORTATION: _____

LOCATION(s) of activity or trip: _____

DATE(s) of activity or trip:

I, the above named student, am eighteen years of age or older and have voluntarily applied to participate in the above Activity or Trip. I acknowledge that the nature of the Activity or Trip may expose me to hazards or risks that may result in my illness, personal injury or death and I understand and appreciate the nature of such hazards and risks.

In consideration of my participation in the Activity or Trip, I hereby accept all risk to my health and of my injury or death that may result from such participation and I hereby release the University of Texas at Austin, its governing board, officers, employees and representatives from any and all liability to me, my personal representatives, estate, heirs, next of kin, and assigns for any and all claims and causes of action for loss of or damage to my property and for any and all illness or injury to my person, including my death, that may result from or occur during my participation in the Activity or Trip, whether caused by negligence of the University of Texas at Austin, its governing board, officers, employees, or representatives, or otherwise. I further agree to indemnify and hold harmless the University of Texas at Austin and its governing board, officers, employees, and representatives from liability for the injury or death of any person(s) and damage to property that may result from my negligent or intentional act or omission while participating in the described Activity or Trip.

I HAVE CAREFULLY READ THIS AGREEMENT AND UNDERSTAND IT TO BE A RELEASE OF ALL CLAIMS AND CAUSES OF ACTION FOR MY INJURY OR DEATH OR DAMAGE TO MY PROPERTY THAT OCCURS WHILE PARTICIPATING IN THE DESCRIBED ACTIVITY OR TRIP AND IT OBLIGATES ME TO INDEMNIFY THE PARTIES NAMED FOR ANY LIABILITY FOR INJURY OR DEATH OF ANY PERSON AND DAMAGE TO PROPERTY CAUSED BY MY NEGLIGENT OR INTENTIONAL ACT OR OMISSION.

Signature of Student

Date signed: _____ 20 ____

Signature of Witness

Date signed: _____ 20 ____

Printed Name of Witness



INTERNATIONAL OFFICE
THE UNIVERSITY OF TEXAS AT AUSTIN

P.O. Box A, Austin, Texas 78713-8901 • (512) 471-6490 • FAX (512) 232-4363
2400 Nueces Street, Austin, Texas 78705

Faculty/Staff Request to Travel to Restricted Regions

Required per the UT Travel Policy to Restricted Regions

To comply with the UT Travel Policy (<http://world.utexas.edu/loc/travelpolicy>), faculty and staff must receive authorization before traveling to a Restricted Region. The International Oversight Committee (IOC) has delegated the task of reviewing Category 1 and 2 requests to the traveler's Chair/Unit Head and Dean/VP. Signed requests should be forwarded to UT Travel Management Services at Restricted.Regions@austin.utexas.edu.

Faculty and staff traveling to Category 3 destinations should forward completed request (no Chair/Unit Head or Dean/VP signatures required) directly to UT Travel Management Services at Restricted.Regions@austin.utexas.edu.

ALL requests must be received by Travel Management Services prior to departure date.

Note: All requests must be typed.

Traveler Details

Name:	UT EID:
Email:	Title/Position:
Department/Unit:	Phone:

Description of Travel

Purpose of Travel:
Location (Country & Cities):
Category of Restricted Region:
Exact Dates of Travel:

Required Signatures

Signature of Traveler:	Date:
Signature of Chair/Unit Head: <i>(Required for Category 1-2 travel only)</i>	Date:
Signature of Dean/VP or delegate: <i>(Required for Category 1-2 travel only)</i>	Date:

EXPLANATION OF TRAVEL

Provide a statement detailing the compelling reason why travel must take place in the proposed location and why you cannot engage in either a similar or alternate program in a different location.

This section required for Category 1-2 travel only.

TRAVELER MITIGATION OF RISK

1. Registration of your Itinerary details with International SOS, UT's emergency assistance provider, is now a UT System REQUIREMENT. The website is www.internationalosos.com (Membership ID = 11BSGC000037). By checking the box below you are confirming your registration with International SOS prior to travel.

Registration with International SOS

2. The U.S. State Department maintains lists of country-specific Travel Warnings and Alerts for U.S. citizens. The website is www.travel.state.gov. By checking the box below, you are confirming that you have read and understood the current U. S. State Department Travel Warning or Alert for this destination (if applicable).

Acknowledgment of U.S. State Department Travel Warning/Alert

3. Travel to any location on the Restricted Regions List involves degrees of risk. The UT Risk Notification Statement (last page of this document) provides information on many of those risks and resources for mitigating them. By checking the box below, you are confirming that you have read and understood the UT Risk Notification Statement.

Acknowledgment of UT Risk Notification Statement

4. *No University of Texas at Austin student, faculty, or staff can be required to travel to a Restricted Region.* By checking the box below you are confirming that any participation in travel to a Restricted Region is strictly voluntary, and you assume full responsibility for all risks associated with this travel.

Voluntarily Traveling to a Restricted Region



International Office
University of Texas at Austin
P.O. Box A, Austin, Texas 78713-8901 • (512) 471-3144 • FAX (512) 232-4363
2400 Nueces Street, Austin, Texas 78705

Restricted Regions Travel Request UT-Organized Activity/Program – Category 1, 2, 3

Individual submitting request

Title/Position

Title of Activity/Program

Sponsoring Academic Unit responsible for program

Proposed location

Department/College

Proposed dates

Email

Please enclose all of the following documents when submitting your request package to the International Oversight Committee (IOC).

- Complete Restricted Regions Travel Request Form, including:
 - All required signatures
 - Written proposal
 - Supplemental documentation (emergency response plans; pre-departure orientation content and print materials; ISOS online travel advice; liability disclaimer; maps)
 - Letter of support from department Chair or Unit Head

Submit all paperwork to: travelabroad@austin.utexas.edu

FOR OFFICE USE ONLY

Date received by IOC: _____

Date reviewed by IOC: _____

Screening process

- Email receipt of RR request
- Screen request for completeness
- Move to Pending Requests
- Add to IOC tracking spreadsheet

Decision process

- Decision letter
- Decision email (cc: appropriate parties)
- Move to Reviewed Requests
- Update entry in IOC tracking spreadsheet

Submission process

- Upload request in wiki
- Forward request summary to IOC

Restricted Regions Travel Request

UT-Organized Activity/Program – Category 1, 2, 3

5. Proposal to the International Oversight Committee

Attach a written proposal summarizing the rationale for operating the proposed program at the specific site chosen. This proposal may be written in essay or outline form, preferably 3-5 single-spaced pages, and should be organized according to the structure below.

OVERVIEW OF PROGRAM

- A. Program Description & Location
Provide a brief description of the program. Clearly address whether this is intended to be a one-time offering or a recurring opportunity, and indicate if academic credit will be awarded. In addition, describe where the program will be based, including details regarding the local site, neighborhood, region, and any other useful details. Describe how program participants will access the program site on a daily basis.
- ✓ Attach relevant maps, if possible.
- B. Participant Profile & Projected Enrollment
Provide a profile of the expected program participants (e.g., age, student major, academic motivation, language ability, etc.), and the projected enrollment. Describe the faculty/staff accompanying the program. Clearly indicate if travelers are UT or non-UT affiliated.
- C. Program Itinerary & Activities
Provide itinerary details, including expected start and end dates, physical addresses/lodging information/transportation plans for all travel destinations, as well as transportation details for day-to-day movement. In addition, describe the educational activities to be undertaken at the location, including any field trips or excursions to other locations outside the main city of study (that are part of the academic program).
- D. Arrival/Departure Transportation Logistics
Describe how participants will travel to and from the program. Specify who will make the travel arrangements, flight details, organizers accompanying participants (if applicable), planned ground transportation, etc. Include any other details to highlight how risk will be mitigated during arrival/departure travel.
- E. Housing/Program Facilities
Describe where participants will be lodged and the location of these accommodations with respect to the program site. Include specific housing details, if possible. If using homestays, provide details on the individual/organization responsible for vetting the homestays and placing students. In addition, provide a brief description of the program facilities that will be used, such as classrooms, lecture halls, etc.
- F. Security for Housing/Program Facilities
Include a detailed description of security measures with regard to the above-mentioned housing and program facilities. Consider items such as 24/7 surveillance, security guards, gated access, ID checks or bag screening, emergency shelters (if relevant), etc.
- G. Medical/Emergency Facilities
In the event of a medical emergency (on-site, off-site, or during field trips/excursions), how accessible is an adequate hospital, clinic, or medical professional? Please describe.
- H. Academic Rationale
Explain the compelling academic rationale for this program location (as opposed to a location with less apparent risk). Address any alternative opportunities available and why they were not chosen.

SAFETY & SECURITY

- I. On-Site Institutional Support
Describe the on-site organizational or institutional support that would mitigate the concerns identified by International SOS and in the U.S. Department of State Travel Warning (see Section 6-A of this form). Include relevant information about local support staff and any related training or experience for managing health, safety, or security issues.
- J. Program Risk Mitigation Strategy
Describe the policies and measures the program will take for mitigating the specific security risks identified by International SOS and the U.S. Department of State. Examples of such measures might include avoiding travel to certain neighborhoods in a city or regions within a country, using only specific means of transportation, not traveling alone after dark, etc. Contact International SOS and speak with a security expert for the country or region where the program will take place (see Section 6-A for instructions). Include the International SOS Case # and Travel Security Brief.
- K. Emergency Response Plan
Describe the protocols the program has in place for handling an emergency or crisis. If the program is working with an established sponsoring agency or partner (such as an NGO, third-party provider, or host institution) the applicant should obtain a copy of its risk management procedures, including an emergency response plan, and attach to this request. If the organization cannot adequately respond to such information requests, the IOC recommends that the sponsoring academic unit work with the organization to develop such plans or find another provider.
- ✓ Attach risk management procedures, including program's emergency response plan or that of partnering organization/institution (if applicable).

Restricted Regions Travel Request UT-Organized Activity/Program – Category 1, 2, 3

ACKNOWLEDGMENT OF IOC PROCEDURES

W. IOC Right to Withdraw Approval

Acknowledge in writing that the sponsoring academic unit understands and accepts the following statement:

In the event of approval, the University retains the right to withdraw approval and/or require return to the U.S. This may occur if there is a change in the proposed itinerary, the critical nature of the trip, or the health/safety/security climate of the region of interest.

X. Penalties for IOC Travel Policy Violation

Acknowledge in writing that the sponsoring academic unit understands and accepts the following statement:

UT reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UT Travel Policy to Restricted Regions.

Restricted Regions Travel Request

UT-Organized Activity/Program – Category 1, 2, 3

7. UT Risk Notification Statement

The University of Texas at Austin must review international travel to destinations on the UT Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the UT Restricted Regions List involves certain degrees of risk.

It is important that travelers UNDERSTAND & CAREFULLY CONSIDER THE FOLLOWING RISKS:

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency, flights may be suspended and other departure or shelter options in place may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, the University of Texas at Austin and their contracted emergency assistance provider, International SOS, may not be in a position to provide emergency assistance to you.
- Participation in travel to a UT Restricted Region has inherent risks which may include kidnapping or death. These risks can never be completely eliminated.
- Risks of travel to your destination may include (but are not limited to) dangers to health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.
- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors that have not been brought to your attention by the University of Texas at Austin.

IT IS HIGHLY RECOMMENDED THAT YOU VISIT & CAREFULLY REVIEW THE FOLLOWING WEBSITES:

- <http://world.utexas.edu/risk/travelpolicy> UT International Travel Policy
- <http://world.utexas.edu/risk/travelresources> UT Health & Safety Resources for International Travel
- <http://www.utexas.edu/emergency> UT Emergency website
- <http://www.internationalsos.com> International SOS website (member ID: 11BSGC000037)
- <http://www.travel.state.gov> US Department of State website for Travel Warnings, advisories, and consular information sheets for the intended destination
- <http://www.cdc.gov> US Centers for Disease Control and Prevention website for information on health issues and recommended vaccinations
- <http://www.who.int> World Health Organization website for information on disease outbreaks and emergencies

8. UT Liability Disclaimer

If **any UT travelers** will be participating in the proposed program, then the following statement must appear on the official website promoting the program to potential travelers. This statement should also appear in safety handbooks or other health, safety, and security-related print materials.

No University of Texas at Austin student, faculty, or staff can be required to travel to a Restricted Region (<http://world.utexas.edu/risk/restrictedregions>). Any participation in travel to a Restricted Region is strictly voluntary, and the participant assumes full responsibility for all risks associated with this travel.

If **any non-UT travelers** will be participating in the proposed program, then the following statement must appear on the official website promoting the program to potential travelers. The statement should be posted in its entirety and positioned in an accessible and prominent location, so that non-UT travelers are aware of the disclaimer. This statement should also appear in safety handbooks or other health, safety, and security-related print materials.

As a condition of Participant's involvement with or participation in the program activities, the Participant will release, waive, discharge, and agree to hold harmless the University of Texas at Austin from all liability arising out of or in connection with Participant's involvement with and/or participation in the program activities at <INSERT ACTIVITY/PROGRAM NAME>. Participants of all <INSERT ACTIVITY/PROGRAM NAME> programs must acknowledge that the country/countries in which the <INSERT ACTIVITY/PROGRAM NAME> program activities may take place in whole or in part, or any other country through which the Participant may travel when involved with and/or participating in the program activities, or while in route to or from the program activities, may have health and safety standards substantially below those enjoyed in the United States. Participant must further acknowledge the inherent hazardous and dangerous nature of the program activities as well as the above-referenced risks of participating in the program activities or in traveling to, through or from the country/countries in which the program activities will take place, and must agree to assume all risk of illness, injury, or death from Participant's travel to or from the program activities and participation therein.

If **both** UT and non-UT travelers will be participating in the program, then **both** statements must appear as directed above.

9. UT Release & Indemnification Agreements

If this program is approved by the International Oversight Committee, all UT and non-UT participants must complete a signed Release & Indemnification Agreement. These signed agreements should be collected and retained by the UT sponsoring academic unit responsible for the program. If students will be utilizing the "My SAO Portal," these agreements will be collected and retained by Study Abroad. To access the forms, [click here](#).

If an agreement exists between UT and a 3rd party, a term of that contract should require the 3rd party to collect and send the signed Release & Indemnification Agreements of all participants to the UT sponsoring academic unit responsible for the program. For guidance on drafting this 3rd party agreement language, please contact seanbridegom@oustin.utexas.edu.

Submit all paperwork to: studyabroad@oustin.utexas.edu



International Office
University of Texas at Austin

P.O. Box A, Austin, Texas 78713-8901 • (512) 471-3144 • FAX (512) 232-4363
2400 Nueces Street, Austin, Texas 78705

Restricted Regions Travel Request UT-Organized Activity/Program – Category 4

Individual submitting request

Title/Position

Title of Activity/Program

Sponsoring Academic Unit responsible for program

Proposed location

Department/College

Proposed dates

Email

Please enclose all of the following documents when submitting your request package to the International Oversight Committee (IOC).

- Complete Restricted Regions Travel Request Form, including:
 - All required signatures
 - Written proposal
 - Supplemental documentation (emergency response plans; pre-departure orientation content and print materials; ISOS online travel advice; liability disclaimer; maps)

Submit all paperwork to: travelabroad@austin.utexas.edu

FOR OFFICE USE ONLY

Date received by IOC: _____

Date notified by IOC: _____

Screening process

- Email receipt of RR request
- Notify appropriate parties
- Screen request for completeness
- Move to Pending Requests
- Add to IOC tracking spreadsheet
- Add to faculty-led page

Decision process

- Decision letter
- Decision email (cc: appropriate parties)
- Move to Reviewed Requests
- Update entry in IOC tracking spreadsheet
- Move to RR Requests: Past in Blackboard
- ITR/SAO Portal registry

Submission process

- Upload request in Blackboard
- Forward request summary to IOC

Restricted Regions Travel Request

UT-Organized Activity/Program – Category 4

4. PROGRAM PROPOSAL

Attach a written proposal outlining the rationale for the proposed program at the site chosen. This proposal should be 2-5 single-spaced pages and organized according to the structure below, using the same section headings.

OVERVIEW OF PROGRAM

A. Program Description & Location

Provide a brief description of the program. Clearly address whether this is intended to be a one-time offering or a recurring opportunity, and indicate if academic credit will be awarded. In addition, describe where the program will be based, including details regarding the local site, neighborhood, region, and any other useful details. Describe how program participants will access the program site on a daily basis.

✓ Attach relevant maps, if possible.

B. Participant Profile & Projected Enrollment

Provide a profile of the expected program participants (e.g., age, student major, academic motivation, language ability, etc.), and the projected enrollment. Describe the faculty/staff accompanying the program. Clearly indicate if travelers are UT or non-UT affiliated.

C. Program Itinerary & Activities

Provide itinerary details, including expected start and end dates, physical addresses/lodging information/transportation plans for all travel destinations, as well as transportation details for day-to-day movement. In addition, describe the educational activities to be undertaken at the location, including any field trips or excursions to other locations outside the main city of study (that are part of the academic program).

D. Arrival/Departure Transportation Logistics

Describe how participants will travel to and from the program. Specify who will make the travel arrangements, flight details, organizers accompanying participants (if applicable), planned ground transportation, etc. Include any other details to highlight how risk will be mitigated during arrival/departure travel.

E. Housing/Program Facilities

Describe where participants will be lodged and the location of these accommodations with respect to the program site. Include specific housing details, if possible. If using homestays, provide details on the individual/organization responsible for vetting the homestays and placing students. In addition, provide a brief description of the program facilities that will be used, such as classrooms, lecture halls, etc.

F. Medical/Emergency Facilities

In the event of a medical emergency (on-site, off-site, or during field trips/excursions), how accessible is an adequate hospital, clinic, or medical professional? Please describe.

SAFETY & SECURITY

G. On-Site Institutional Support

Describe the on-site organizational or institutional support that would mitigate the concerns identified by International SOS (see Section 5-A of this form). Include relevant information about local support staff and any related training or experience for managing health, safety, or security issues.

H. Program Risk Mitigation Strategy

Describe the policies and measures the program will take for mitigating the specific security risks identified by International SOS and the U.S. Department of State. Examples of such measures might include avoiding travel to certain neighborhoods or regions, using only specific means of transportation, not traveling alone after dark, etc.

Restricted Regions Travel Request UT-Organized Activity/Program – Category 4

ACKNOWLEDGMENT OF IOC PROCEDURES

P. IOC Right to Withdraw Approval

Acknowledge in writing that the sponsoring academic unit understands and accepts the following statement:

In the event of approval, the University retains the right to withdraw approval and/or require return to the U.S. This may occur if there is a change in the proposed itinerary, the critical nature of the trip, or the health/safety/security climate of the region of interest.

Q. Penalties for Travel Policy Violation

Acknowledge in writing that the sponsoring academic unit understands and accepts the following statement:

UT reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UT Travel Policy to Restricted Regions.

5. PRE-DEPARTURE SAFETY AWARENESS

As explained in Section 4-K, any program taking place in a Restricted Region classified as Category 4 must include the following safety awareness elements in their pre-departure orientations for all UT Austin participants. If appropriate, programs may choose to conduct a separate risk training to address these items. Clearly demonstrate how each of these required elements will be addressed in pre-departure orientations. If only non-UT travelers will participate in the program, a pre-departure safety orientation is not required.

- ✓ Attach printouts, files, and/or links to all relevant handouts, websites, safety handbooks, etc., including the destination-specific International SOS online travel advice used for pre-departure orientations.

REQUIRED ELEMENTS

A. International SOS Online Travel Advice

Include International SOS online travel advice for the country where the program will take place. To obtain this information, follow the steps below:

- To access the online content, go to <http://www.internationalsos.com> and enter the UT Member Login: 11BSGC000037. Use the drop-down menu on the left to select the appropriate country. There are several tabs with country-specific information: Overview, Security, Medical, Travel, and City.
- International SOS online travel advice should be included in pre-departure orientations and should also guide the program organizer or leader when developing a risk mitigation strategy, as well as safety and security protocols.
- In addition, the program leader should review the International SOS Pre-Travel Safety Checklist. This is not a required component of pre-departure orientations, but is encouraged as an additional safety preparedness tool.

B. How to Contact International SOS

Provide all UT participants with clear information about International SOS and how to access their services while abroad. The following information should be presented to participants pre-departure and incorporated into any safety awareness print materials:

The University of Texas System provides all students, faculty, and staff travelling internationally on UT-sponsored activities/programs with International SOS, an international emergency assistance service. This is not insurance. Rather, it is a global 24-hour help line that can provide assistance in the event of a medical or security emergency. For more information about International SOS, visit <http://world.utexas.edu/risk/travelresources/sos>. The official International SOS website is <http://www.internationalsos.com>. The UT Member ID is 11BSGC000037. The International SOS smartphone app can be downloaded at <http://www.internationalsos.com/en/membership-app.htm>. If you find yourself in need of immediate assistance while abroad, contact International SOS anytime 24/7 at 1-215-942-8226 (main line) or 1-215-942-8478 (dedicated scholastic hotline), or call UTPD at 512-471-4441.

Restricted Regions Travel Request UT-Organized Activity/Program – Category 4

6. UT Risk Notification Statement

The University of Texas at Austin must review international travel to destinations on the UT Restricted Regions List, as determined by the International Oversight Committee. Travel to any location on the UT Restricted Regions List involves certain degrees of risk.

It is important that travelers UNDERSTAND & CAREFULLY CONSIDER THE FOLLOWING RISKS:

- The US Embassy nearest your destination may temporarily close or suspend public services for security reasons.
- The US Embassy nearest your destination may not be able to provide emergency assistance should you require it.
- If there is a need to evacuate in an emergency, flights may be suspended and other departure or shelter options in place may be limited or non-existent.
- Access to hospitals, emergency medical care and medications may be limited or non-existent.
- Should you experience difficulties, the University of Texas at Austin and their contracted emergency assistance provider, International SOS, may not be in a position to provide emergency assistance to you.
- Participation in travel to a UT Restricted Region has inherent risks which may include kidnapping or death. These risks can never be completely eliminated.
- Risks of travel to your destination may include (but are not limited to) dangers to health and personal safety, including possible death posed by natural disaster, disease, terrorism, crime, civil unrest, and/or violence.
- Additional risks include (but are not limited to) minor and major physical injuries, emotional and psychological injuries inflicted accidentally or intentionally by others, and/or catastrophic injuries, including paralysis and death.
- There may be additional health, safety, and security factors that have not been brought to your attention by the University of Texas at Austin.

IT IS HIGHLY RECOMMENDED THAT YOU VISIT & CAREFULLY REVIEW THE FOLLOWING WEBSITES:

- <http://world.utexas.edu/risk/travelpolicy> UT International Travel Policy
- <http://world.utexas.edu/risk/travelresources> UT Health & Safety Resources for International Travel
- <http://www.utexas.edu/emergency> UT Emergency website
- <http://www.internationalsos.com> International SOS website (member ID: 118SGC000037)
- <http://www.travel.state.gov> US Department of State website for Travel Warnings, advisories, and consular information sheets for the intended destination
- <http://www.cdc.gov> US Centers for Disease Control and Prevention website for information on health issues and recommended vaccinations
- <http://www.who.int> World Health Organization website for information on disease outbreaks and emergencies

7. UT Liability Disclaimer

If any UT travelers will be participating in the proposed program, then the following statement must appear on the official website promoting the program to potential travelers. This statement should also appear in safety handbooks or other health, safety, and security-related print materials.

No University of Texas at Austin student, faculty, or staff can be required to travel to a Restricted Region (<http://world.utexas.edu/risk/restrictedregions>). Any participation in travel to a Restricted Region is strictly voluntary, and the participant assumes full responsibility for all risks associated with this travel.

If any non-UT travelers will be participating in the proposed program, then the following statement must appear on the official website promoting the program to potential travelers. The statement should be posted in its entirety and positioned in an accessible and prominent location, so that non-UT travelers are aware of the disclaimer. This statement should also appear in safety handbooks or other health, safety, and security-related print materials.

As a condition of Participant's involvement with or participation in the program activities, the Participant will release, waive, discharge, and agree to hold harmless the University of Texas at Austin from all liability arising out of or in connection with Participant's involvement with and/or participation in the program activities at <INSERT ACTIVITY/PROGRAM NAME>. Participants of all <INSERT ACTIVITY/PROGRAM NAME> programs must acknowledge that the country/countries in which the <INSERT ACTIVITY/PROGRAM NAME> program activities may take place in whole or in part, or any other country through which the Participant may travel when involved with and/or participating in the program activities, or while in route to or from the program activities, may have health and safety standards substantially below those enjoyed in the United States. Participant must further acknowledge the inherent hazardous and dangerous nature of the program activities as well as the above-referenced risks of participating in the program activities or in traveling to, through or from the country/countries in which the program activities will take place, and must agree to assume all risk of illness, injury, or death from Participant's travel to or from the program activities and participation therein.

If both UT and non-UT travelers will be participating in the program, then both statements must appear as directed above.

8. UT Release & Indemnification Agreements

If this program is approved by the International Oversight Committee, all UT and non-UT participants must complete a signed Release & Indemnification Agreement. These signed agreements should be collected and retained by the UT sponsoring academic unit responsible for the program. If students will be utilizing the "My SAO Portal," these agreements will be collected and retained by Study Abroad. To access the forms, click [here](#) or contact loc@Austin.utexas.edu.

If an agreement exists between UT and a 3rd party, a term of that contract should require the 3rd party to collect and send the signed Release & Indemnification Agreements of all participants to the UT sponsoring academic unit responsible for the program. For guidance on drafting this 3rd party agreement language, please contact loc@Austin.utexas.edu.



OFFICE OF THE DEAN OF STUDENTS

100 West Dean Keeton Street A5800 • Austin, TX 78712 • (512) 471-5017 • FAX (512) 471-7833
 deanofstudents.utexas.edu • deanofstudents@austin.utexas.edu

FACULTY REFERRAL / DISPOSITION FORM INSTRUCTIONS

FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

The University of Texas at Austin permits faculty members to choose one of two options when resolving suspected issues of academic dishonesty:

- (a) Direct referral of the alleged violation to Student Conduct and Academic Integrity in the Office of the Dean of Students for resolution, or
- (b) Completion of a faculty disposition. This can occur in any case where the student does not dispute the facts, and both the faculty member and the student sign the form including sanctions and a written waiver of the hearing procedures.

Use the Faculty Referral/Disposition form for all suspected violations of academic integrity at The University of Texas at Austin. Faculty are advised to review all University policies concerning academic dishonesty at the following locations:

- The official University policies concerning academic dishonesty are outlined in Chapter 11 of the Institutional Rules on Student Services and Activities, which may be found in Appendix C of the General Information catalog.
- Our Faculty Resources page provides detailed information on the discipline process, including flowcharts to explain students' rights.

GENERAL OVERVIEW AND INSTRUCTIONS

The student should be permitted to complete all assignments, sit for tests, and attend classes until the matter has been fully resolved. If the matter is unresolved when final course grades are due, you should record an "Incomplete" (symbol of "X") for the accused student's grade.

If more than one student is suspected of a violation, please submit a separate form for each student.

RESOLUTION OPTION A – FACULTY REFERRAL

- Complete the form through Section 5 and submit it to our office. Please include all evidence and supporting documentation with your submission, including the course syllabus.
- We encourage you to inform the student(s) of your submitted referral, though you are not required to do so. Our staff will investigate the allegation, meet with the student, and assign sanctions as appropriate. You may recommend a sanction on the form, but our office retains the right to assess sanctions. After the case has been resolved, we will inform you of the outcome.
- You may contact us at any time to inquire about the status of the case.

RESOLUTION OPTION B – FACULTY DISPOSITION

- Meet with the student(s) involved and discuss the alleged violation in conjunction with any supporting evidence. Provide the student an opportunity to respond to the allegation and present evidence in his/ her/hir/their defense.
- Review the form with the student. The student must be informed of his/her/hir/their right for the matter to be referred to our office for resolution, the right to a hearing before either a University Hearing Officer or a Student Conduct Board, and the right to appeal your sanction to the University President. This information is covered in the form section titled "For the Student."
- The student must have the opportunity to discuss this situation with a conduct officer in our office and ample time to consider his/her/hir/their options for resolving this matter. If the student asks a question about this process that you are unable to answer, please refer him/her/hir/them to our office, 512-471-2841, or the Office of the Student Ombuds, 512-471-3825.
- If the student accepts your resolution, he/she/ze/they will sign the form where indicated. Provide a signed copy to the student, and submit the signed form to our office along with all supporting documentation.



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deanofstudents.utexas.edu • deanofstudents@austin.utexas.edu

FACULTY REFERRAL/DISPOSITION FORM
FOR REPORTING AN ACADEMIC INTEGRITY VIOLATION

This report is being submitted as a (check one):

- Faculty Referral (the matter will be resolved by the Student Conduct and Academic Integrity in the Office of the Dean of Students)
Faculty Disposition (the matter has been resolved; student's signature is supplied on the following page)

Complete the following information about the accused student and course:

Student Name: Student EID:

Department and Course Number: Course Unique Number:

Type of Violation(s) (check all that apply): For more information, see Section 11-402 of the Institutional Rules on Student Services and Activities, which may be found in Appendix C of the General Information Catalog.

- Cheating, Plagiarism, Unauthorized Collaboration/Collusion, Misrepresenting facts, Other

Summary of the incident and evidence of the violation:

Three horizontal lines for writing the summary of the incident and evidence.

Include two or more of the following items; (check all that apply to this referral)

- Memo of additional incident information, Course Syllabus, Evidence in support of the allegation(s), Witness Statement(s), Test Papers, Plagiarized Materials, Other

Academic sanction(s):

Faculty members are authorized by the Institutional Rules on Student Services and Activities to assess one or more of the following sanctions listed below for academic integrity violations. Please indicate the assessed sanction(s), or in cases referred directly to Student Conduct and Academic Integrity, the recommended sanction(s):

- Resubmit assignment, paper or project (with sub-point for resubmission requirements and due date), Retake test, Reduced credit or zero on assignment, paper, project or test; specify grade, Reduced final grade or failing grade for the course; specify grade

Additional non-academic sanctions may be imposed by our office if the circumstances warrant further action.

Academic Integrity Probation: As a condition of resolution by Faculty Disposition, the student is eligible for academic integrity probation for up to one year, in addition to any other sanction(s) and as assessed by our office. An additional academic dishonesty violation could result in the student's suspension or expulsion from the University.

Faculty Member Information (this section should be completed either by the faculty member listed as the course instructor in the Registrar's records or by the dean of the college):

Faculty Member's Name _____

Signature _____ Date _____

E-mail _____

Department _____ Phone _____

FOR THE STUDENT

By signing this form, you acknowledge that you have reviewed the options that the University has afforded you for resolving this matter. If you have questions about those options, please call our office, 512-471-2841, or the Office of the Student Ombuds, 512-471-3825. If you dispute the allegation(s) or choose not to sign this form, the matter will be referred to our office for further investigation and resolution.

By signing this form, you acknowledge that you have read and understand the following:

- I understand the violation(s) with which I am charged, choose not to dispute these findings, and accept this Faculty Disposition.
- I have the right not to sign this document and request this matter be referred to Student Conduct and Academic Integrity for investigation and adjudication.
- I waive my right to a hearing before either a University Hearing Officer or a Student Conduct Board and accept the sanction listed above.
- I understand that I may not drop this course without the explicit permission of my academic college.
- I understand that I have the right to appeal the sanction listed above, and an appeal of this sanction, if any, must be filed in writing with the University President within 14 days from the date signed below.
- I understand that this form and other relevant materials will be kept in a confidential file in the Office of the Dean of Students. This file may only be released upon my written request or in accordance with state and federal law.
- I understand that The Office of the Dean of Students may assess additional sanctions upon determining that the circumstances warrant further action.
- **Academic Integrity Probation:** I understand that by accepting this Faculty Disposition, I may be placed on academic integrity probation for up to one year, in addition to any other sanction(s). An additional academic dishonesty violation could result in suspension or expulsion from the University.
- I understand that if I have previously been found in violation of University policies on academic integrity, I will likely be suspended or expelled from The University of Texas at Austin.

Student's Signature _____ Date _____

Mailing Address _____

E-mail _____ Phone _____

Study Abroad Misconduct Resolution Process

This document outlines the process and procedures governing the resolution of student misconduct occurring during study abroad programs officially associated with The University of Texas at Austin. While The University's student disciplinary process is contained in Chapter 11 of the *Institutional Rules on Student Services and Activities*, the policies and procedures set forth in this document are necessary to resolve student misconduct occurring in foreign countries due to both the short duration of study abroad programs and the far-reaching implications of student behavior occurring outside the U.S.

Because study abroad is academic in nature, all aspects of the program and program participation fall under the authority of the Vice Provost for International Programs, with Study Abroad acting in these situations as his/her designee. While Study Abroad has authority to take immediate disciplinary action, as dictated by this document, for misconduct occurring during study abroad programs, cases of student misconduct may be referred to the Office of the Dean of Students for the imposition of additional sanctions as detailed in Chapter 11 of the *Institutional Rules* upon the student's return to the University.

The disciplinary process contained in this document will be initiated when a student is suspected of violating any of the following rules, laws, or policies:

- The University's expectations for conduct as dictated by Subchapter 11-800 of the *Institutional Rules*;
- A provision included in the Study Abroad Code of Conduct;
- Any rule, regulation, or expectation for conduct established by the Host Institution; and
- Any municipal, regional, or country law and/or statute applicable to the program's location.

For the purposes of this document, the terms "student" and "participant" include any individual enrolled at UT Austin in a study abroad program officially associated with The University.

Reporting Misconduct

Any individual or agency may report allegations of student misconduct. Upon receiving an allegation of student misconduct, the Faculty Director, Site Director, Exchange Coordinator, or Program Assistant (referred to as the "Program Representative") may initiate the disciplinary process as contained in this document.

Investigation and Misconduct Resolution Conference

Following receipt of an alleged misconduct violation, the Program Representative will investigate the situation. Typically, this investigation will involve the Program Representative meeting with the student to discuss the allegation in a disciplinary conference. During the disciplinary conference, the Program Representative should discuss the nature of the allegation, the regulations or policies allegedly violated, the disciplinary resolution process, and the student's response to the allegations. At her or his discretion, the Program Representative may also choose to speak with any witnesses deemed relevant or review any written materials related to the misconduct allegation. If, following the investigation and disciplinary conference, the Program Representative determines that the greater weight of credible evidence supports a finding that the student violated the regulation or policy at issue, he/she may impose any of the disciplinary actions listed below.

Disciplinary Actions

The Program Representative may take the following actions:

Verbal Warning: Program Representatives may issue a verbal warning if they observe or have determined that a student's behavior is not in accord with the rules, laws, or policies identified above. The Program Representative should have a frank discussion with the student regarding expectations and consequences. Upon determining that the student is in violation, the Program Representative may issue a verbal warning that includes the likelihood that more severe disciplinary action will be taken if further violations follow.

The Program Representative will send an e-mail summary of the verbal discussion to and copy the student on this correspondence; this e-mail should include the exact date and time that the verbal warning was issued. This serves as documentation and provides written clarification to the student.

Written warning: Upon determining that the student is in violation, the Program Representative may issue a written warning. While written warnings typically occur in situations where a student has engaged in misconduct following a verbal warning, they can be issued for first violations when deemed appropriate. Written warnings constitute notice that a student's behavior is unacceptable and that further violations will result in the student's dismissal from the program. If deemed necessary, the Program Representative may restrict the activities of the student if such activities are directly related to the violation at issue. Program Representatives are encouraged to work with in composing the written warning.

A written warning should include:

- a) Date and time that written warning was communicated;
- b) Location;
- c) Detailed description of the undesired behavior, and why it was considered inappropriate;
- d) Clearly stated expectations and consequences (including restricted activities, if applicable) that will remain in effect for the duration of the program; and
- e) Indication that this is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with possible financial penalties, including but not limited to loss of any program fees paid may be required to reimburse UT Austin for financial aid received.

Written Warnings, whenever possible, should be faxed or otherwise communicated to Study Abroad within 24 hours of the occurrence. Study Abroad may distribute the information to other campus units as appropriate.

Dismissal from the study abroad program: A participant may be dismissed from a study abroad program if he/she either fails to meet the conditions of a prior Written Warning or commits a violation warranting immediate dismissal. Behaviors which may lead to dismissal include, but are not limited to: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, destruction of property, posing a safety hazard to oneself or others, and/or criminal conduct.

If, after the investigation and disciplinary conference, the Program Representative believes that dismissal is appropriate, he/she will contact Study Abroad to discuss the situation and receive authorization to proceed. Study Abroad may conduct an independent investigation of the incident and may request additional information.

If a decision to dismiss the student from the program is made, the Program Representative will issue a Dismissal Notice to the student. The Dismissal Notice should state the study abroad conduct violation(s) and notify the student that he/she is no longer considered a participant in the program and must leave the contracted housing by a designated date and time. The Program Representative should have the student sign a statement indicating that he/she understands that he/she is no longer a participant in the student abroad program. If the student refuses to sign the statement, the Program Representative should have a witness sign a statement indicating that the student has been verbally informed of the dismissal but refuses to sign the statement.

Sample acknowledgement statement:

"I understand that due to my inappropriate behavior in violation of the Study Abroad Code of Conduct that I signed upon acceptance into the program, I am no longer eligible to participate in this program. I understand that effective immediately I am no longer a study abroad participant under the sponsorship of The University of Texas at Austin and that my insurance coverage will be terminated in three days."

Fax or scan and e-mail the completed Dismissal Notice to Study Abroad within 48 hours. Study Abroad will be responsible for informing any other appropriate campus offices or officials. Although dismissal from a study abroad program does not constitute dismissal from The University, The University may elect to impose additional sanctions pursuant to Chapter 11 of the *Institutional Rules*.

If a student from another institution is attending a UT Austin study abroad program and is subject to disciplinary action while in the program, the student's home institution will also be notified.

Appeal: The accused student may appeal the misconduct resolution decision and/or sanction assessed by the Program Representative by submitting a written appeal to the Vice Provost for International Programs within 24 hours from the time the misconduct resolution was communicated. The written appeal must state the specific reasons for the appeal and must include any related argument, including relevant documents or witness statements. The Vice Provost for International Programs may approve, reject, or modify the misconduct resolution decision or sanction(s) in question. Before making a decision on the appeal, the Vice Provost for International Programs may, at his/her discretion, communicate with the Program Representative, the accused student, or any witnesses by phone. The action of the Vice Provost for International Programs should be communicated in writing to the accused student, Program Representative, and the Study Abroad Director within 24 hours of receiving the accused student's written appeal - the Vice Provost may take additional time in making a decision on the appeal if justified by the circumstances. If the accused student's appeal is received over a weekend or university holiday, the Vice Provost for International Program's decision will be communicated by the close of business on the next full workday. The decision of the Vice Provost for International Programs will be final.

In circumstances where a student is appealing the Program Representative's decision to dismiss the student from the student abroad program, the Program Representative may, at his/her discretion, ban the student's presence from any premises directly affiliated with the student abroad program until such time as the appeal is resolved by the Vice Provost for International Programs. If the student is removed from housing affiliated with the study abroad program during the appeal period, the student will be required to find alternative housing at his/her personal expense.

Consequences of Dismissal

Upon issuance of a Dismissal Notice, the student's participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student's obligation to make any and all payments to UT Austin and/or the program provider. Dismissal from the program will result in grades of F being assigned to all coursework for a faculty led program participant and may result in an oblit of the official registration record (e.g. student's registration deleted for the applicable term) or withdrawal from the applicable term for an exchange or affiliated program participant.

In addition, the student will not be entitled to a refund of fees, may be required to reimburse UT Austin for financial aid received, and is responsible for all non-recoverable costs incurred by the host institution as well as personal financial obligations, e.g., utility bills, rent. A student's registration at UT Austin may be blocked pending fulfillment of all such financial obligations and/or disciplinary action. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.

Item 11



STUDY ABROAD
THE UNIVERSITY OF TEXAS AT AUSTIN

P. O. Box A, Austin, Texas 78713-7206 • Phone: (512) 471-6490 • Fax: (512) 232-4363
2400 Nueces Street, Austin, Texas 78705 • Campus Mail: A7000

Study Abroad Program Safety & Security Assessment

Purpose: To ensure that all UT courses offered abroad or including an international component undergo a review of health, safety, and security issues which may impact faculty, staff, and/or students on-site. This form should be used for courses which take place abroad or which include an international component and are administered by a department, school, or college independently of the UT International Office. If the proposed program will take place in multiple countries, an individual form must be completed for each country. NOTE: The *Study Abroad Program Safety & Security Assessment* form must be signed by the appropriate Dean prior to submission.

SUBMIT TO: UT Study Abroad, Attn: Ariel Travls, travelabroad@austin.utexas.edu. Please include the following documentation:

- ✓ Signed *Study Abroad Program Safety & Security Assessment*
- ✓ Attached proposed program itinerary

DEADLINES:

Fall Programs – the preceding February 15th

Summer Programs – the preceding November 1st

Winter Break/Spring Programs (Including Maymasters) – the preceding September 15th

If additional information is needed or if further consultation is required to assess the safety and security of the proposed program, the faculty leader will be contacted by the International Office. Once the program is approved to move forward, the faculty leader will be notified immediately.

Acknowledgment Statement

This safety and security assessment is valid for up to 3 years, assuming that no significant changes are made to the program or location.

By signing this document, the faculty leader confirms that if this program is run in future years, it will operate without undergoing significant changes that may affect the health, safety, or security of participants involved. *If any adjustments are made that may affect The University's decision to support this program, the faculty leader must re-submit this form to the International Office for approval to continue.*

Faculty Leader Name: _____

Signature: _____ Date: _____

Study Abroad Safety & Security Assessment (SAPSSA)

1. PROGRAM INFORMATION

Program semester:		Program frequency:	
Program Dates: (approx. If not known)		Program Type: (FL/Exchange/Affiliate)	
Program location: (specify country & cities)		Program Code: (if known)	
Title & Number of proposed courses:		Program website URL: (if applicable)	
Sponsoring academic unit:		Accepts non-UT:	

PRIMARY FACULTY LEADER

Name:	UT EID:
Title & Department:	Email:

SECONDARY FACULTY LEADER

Name:	UT EID:
Title & Department:	Email:

ALTERNATE FACULTY LEADER (if primary faculty is unable to teach course)

Name:	UT EID:
Title & Department:	Email:

TEACHING ASSISTANT

Name:	UT EID:
Title & Department:	Email:

2. REQUIRED SIGNATURES

CHAIR (OR DEPARTMENT HEAD) SIGNATURE

Name: _____ Title: _____ UT EID: _____

Dept.: _____ E-mail: _____

Signature: _____ Signature Date: _____

DEAN SIGNATURE

Name: _____ Title: _____ UT EID: _____

Dept.: _____ E-mail: _____

Signature: _____ Signature Date: _____

Study Abroad Safety & Security Assessment (SAPSSA)

3. PROGRAM PROPOSAL

Attach a written proposal outlining the rationale for the proposed program at the site chosen. This proposal should be 2-5 single-spaced pages and organized according to the structure below, using the same section headings.

OVERVIEW OF PROGRAM

A. Program Description & Location

Provide a brief description of the program. Clearly address whether this is intended to be a one-time offering or a recurring opportunity, and indicate if academic credit will be awarded. In addition, describe where the program will be based, including details regarding the local site, neighborhood, region, and any other useful details. Describe how program participants will access the program site on a daily basis.

✓ Attach relevant maps, if possible.

B. Participant Profile & Projected Enrollment

Provide a profile of the expected program participants (e.g., age, student major, academic motivation, language ability, etc.), and the projected enrollment. Describe the faculty/staff accompanying the program. Clearly indicate if travelers are UT or non-UT affiliated.

C. Program Itinerary & Activities

Provide itinerary details, including expected start and end dates, physical addresses/lodging information/transportation plans for all travel destinations, as well as transportation details for day-to-day movement. In addition, describe the educational activities to be undertaken at the location, including any field trips or excursions to other locations outside the main city of study (that are part of the academic program).

D. Arrival/Departure Transportation Logistics

Describe how participants will travel to and from the program. Specify who will make the travel arrangements, flight details, organizers accompanying participants (if applicable), planned ground transportation, etc. Include any other details to highlight how risk will be mitigated during arrival/departure travel.

E. Housing/Program Facilities

Describe where participants will be lodged and the location of these accommodations with respect to the program site. Include specific housing details, if possible. If using homestays, provide details on the individual/organization responsible for vetting the homestays and placing students. In addition, provide a brief description of the program facilities that will be used, such as classrooms, lecture halls, etc.

F. Medical/Emergency Facilities

In the event of a medical emergency (on-site, off-site, or during field trips/excursions), how accessible is an adequate hospital, clinic, or medical professional? Please describe.

SAFETY & SECURITY

G. On-Site Institutional Support

Describe the on-site organizational or institutional support that would mitigate any concerns identified by International SOS (see section 4-A of this form). Include relevant information about local support staff and any related training or experience for managing health, safety, or security issues.

H. Program Risk Mitigation Strategy

Describe the policies and measures the program will take for mitigating any specific security risks identified by International SOS and the U.S. Department of State. Examples of such measures might include avoiding travel to certain neighborhoods or regions, using only specific means of transportation, not traveling alone after dark, etc.

Study Abroad Safety & Security Assessment (SAPSSA)

I. Emergency Response Plan

Describe the protocols the program has in place for handling an emergency or crisis. If the program is working with an established sponsoring agency or partner (such as an NGO, third-party provider, or host institution) the applicant should obtain a copy of its risk management procedures, including an emergency response plan, and attach to this request. If the organization cannot adequately respond to such information requests, the IOC recommends that the sponsoring academic unit work with the organization to develop such plans or find another provider.

- ✓ Attach risk management procedures, including program's emergency response plan or that of partnering organization/institution (if applicable).

J. Pre-Departure Safety Awareness – Cultural Awareness

Differences of religion, cultural norms, local traditions, and political attitudes can present challenges that may affect a student's health and safety while studying abroad. During pre-departure and on-site orientations, how will students be informed to modify their behavior to address these cross-cultural differences? Describe in detail below.

K. Pre-Departure Safety Awareness – Health, Safety, and Security

Describe how pre-departure health, safety, and security information will be provided to program participants and what content will be included.

Required Elements of Information provided to participants:

a) International SOS Online Travel Advice

Include International SOS online travel advice for the country where the program will take place. To obtain this information, follow the steps below:

- To access online content, go to <http://www.internationalsos.com> and enter the UT Member Login: 11BSGC000037. Use the drop-down menu on the left to select the appropriate country. There are several tabs with country-specific information: *Overview, Security, Medical, Travel, and City*.
- International SOS online travel advice should be included in pre-departure orientations and should also guide the program organizer or leader when developing a risk mitigation strategy, as well as safety and security protocols.
- In addition, the program leader should review the International SOS Pre-Travel Safety Checklist. This is not a required component of pre-departure orientations, but is encouraged as an additional safety preparedness tool.

b) How to Contact International SOS

Provide all UT participants with clear information about International SOS and how to access their services while abroad. The following information should be presented to participants pre-departure and incorporated into any safety awareness print materials:

The University of Texas System provides all students, faculty, and staff traveling internationally on UT-sponsored activities/programs with International SOS, an international emergency assistance service. This is not insurance. Rather, it is a global 24-hour help line that can provide assistance in the event of a medical or security emergency. For more information about International SOS, visit <http://world.utexas.edu/risk/travelresources/sos>. The official International SOS website is <http://www.internationalsos.com>. The UT Member ID is 11BSGC000037. The International SOS smartphone app can be downloaded at <http://www.internationalsos.com/en/membership-app.htm>. If you find yourself in need of immediate assistance while abroad, contact International SOS anytime 24/7 at 1-215-942-8226 (main line) or 1-215-942-8478 (dedicated scholastic hotline), or call UTPD at 512-471-4441.

c) Smart Traveler Enrollment Program (STEP)

Encourage registration with the Smart Traveler Enrollment Program (STEP). All UT travelers should register their travel with US State Department using the Smart Traveler Enrollment Program (STEP), <https://step.state.gov/step/>. STEP allows travelers to enter information about an upcoming trip abroad so that the Department of State can better assist in an emergency. STEP also allows Americans residing abroad to get routine information from the nearest US

Study Abroad Safety & Security Assessment (SAPSSA)

embassy or consulate. Non-US citizens are encouraged to follow any similar guidance provided by their country of citizenship.

COMMUNICATION PROTOCOLS

L. On-Site Emergency Contact

Provide information for at least one on-site contact person. Include name, title, affiliation with program, 24-hour phone number, office or landline phone number, satellite phone number (if relevant), email address, office address, etc. If there is on-site institutional emergency support (e.g., campus emergency line or 24/7 support staff) include that information as well. Note: Please provide all phone numbers as if one were dialing from the U.S. (e.g., a Mexico City phone number would read 011-52-55-5080-2000).

M. UT Austin Emergency Contact

Provide information for at least one UT-Austin contact person. Include name, title, affiliation with program, 24-hour phone number, office phone number, and email address. Include a secondary UT-Austin contact, if possible.

ITINERARY

TRANSPORTATION

Arrival date:

Flight #s (if available)

Name of airport:

In-region transport provided:

Departure date:

Flight #s (if available)

Name of airport:

In-region transport provided:

DAILY TRANSPORTATION PLANS

(describe schedule and modes of transport for students during a typical day)

LODGING FOR OVERNIGHT EXCURSIONS

Location/address:

Phone:

Contact person:

Phone:

Email:

Dates:

ACTIVITIES/EXCURSIONS

(date)

(activity, location, etc.)

MEETUP LOCATION 1 FOR EMERGENCIES

Location/address:

Phone:

MEETUP LOCATION 2 FOR EMERGENCIES

Location/address:

Phone:

Emergency Response Plan

Purpose: To ensure that all UT courses offered abroad, or that include an international component, have compiled resources to respond to emergencies that may occur while traveling. This plan will provide guidance for persons on-site, UT administrators, and outside assistance providers in the event of a health, safety and security emergency.

Deadline: 1 month prior to program departure date

EMERGENCY CONTACT INFORMATION - UT Austin

International Office 24-Hour Emergency Phone	(512) 659-8488	emergencyabroad@austin.utexas.edu
ACE/CHUBB American Insurance Company	(800) 336-0627 / (202) 476-6194	(policy #GLMNO4969340)
International SOS emergency assistance coverage	(215) 942-8478	(member #11BSGCD00037)
UT Police	(512) 471-4442	
UT 24-Hour Nurse Advice Line	(512) 475-6577	
Krista Anderson, Director of Student Emergency Services	(512) 203-2093; (512) 222-7375	krista.anderson@austin.utexas.edu
Jess Miller, International Risk Analyst	(512) 471-0341	jessmiller@austin.utexas.edu
Heather Thompson, Director of Study Abroad	(512) 471-1127	heatherm@austin.utexas.edu

EMERGENCY CONTACT INFORMATION - PROGRAM SITE

PROGRAM OVERVIEW

Program Name:
 Program Location (s):
 Exact Dates:

ON-SITE PROGRAM DETAILS

Location/address: Phone:
 Contact person: Phone:
 Email:

FACULTY LEADER

Name: Title:
 Cell Phone: UTEID:
 Email:
 Emergency Contact Name: Phone:
 Notes:

SECOND FACULTY LEADER

Name: Title:
 Cell Phone: UTEID:
 Email:
 Emergency Contact Name: Phone:
 Notes:

ALTERNATE FACULTY LEADER			
Name:		Title:	
Cell Phone:		UTEID:	
Email:			
Emergency Contact Name:		Phone:	
Notes:			
TEACHING ASSISTANT			
Name:		Title:	
Cell Phone:		UTEID:	
Email:			
Emergency Contact Name:		Phone:	
Notes:			
ON-SITE EMERGENCY CONTACT			
Name:		Title:	
Phone 1:		Phone 2:	
Email:			
Notes:			

SECONDARY ON-SITE EMERGENCY CONTACT			
Name:		Title:	
Phone 1:		Phone 2:	
Email:			
Notes:			
UT EMERGENCY MANAGER (DEPARTMENTAL CONTACT AT UT)			
Name:		Title:	
Phone 1:		Phone 2:	
Email:			
Notes:			
SECONDARY UT EMERGENCY MANAGER (DEPARTMENTAL CONTACT AT UT)			
Name:		Title:	
Phone 1:		Phone 2:	
Email:			
Notes:			
US EMBASSY			
Location/address:		Phone:	
Contact person:		Phone:	
Email:			
LOCAL UNIVERSITY OR AFFILIATED INSTITUTION (IF APPLICABLE)			
Location/address:		Phone:	
Contact person:		Phone:	
Email:			
OTHER COLLABORATING ORGANIZATION (IF APPLICABLE)			
Location/address:		Phone:	
Contact person:		Phone:	
Email:			
Location/address:		Phone:	
Contact person:		Phone:	
Email:			
Location/address:		Phone:	
Contact person:		Phone:	
Email:			
ON-SITE HOUSING FOR STUDENT GROUP (IF APPLICABLE)			

Location/address:		Phone:	
Contact person:		Phone:	
Email:		URL:	
UNIQUE EMERGENCY RESPONSE RESOURCES (List any other types of emergency resources here)			

Item 13

GRADE SHEET

The grade sheet is a form provided by the University of Texas at Austin a corresponding Office of the Registrar to the faculty member at the end of a semester in which a corner? is taken. The grade sheet lists each student with space to submit a grade.

Item 14

The University of Texas at Austin
International Fire Safety Inspections for Hotel, Hostel, Dorm, Apartment or Other Residential

State Law requires an inspection of any location in which university students will be housed and that is part of a contractual agreement. The UT Office of Legal Affairs seeks to ensure that study abroad programs which have entered into contractual partnerships, specifically regarding housing or academic partnerships which include housing are in compliance. Programs must complete inspections starting in summer 2013. At this time, inspections only have to be conducted for locations in which students will reside for one month or more.

The inspection is due within 7 days of program completion. Please submit via email to studyabroadoffice@austin.utexas.edu.

Program Name: _____
 Country: _____
 Housing Begin Date: _____
 Housing End Date: _____
 Lead Faculty or Administrative Coordinator Name: _____
 Name of Individual that completed the inspection if different from name above: _____
 Email: _____
 Phone: _____

1. Is there a fire alarm system to alert the attendees of a fire? What does it sound like? Yes
 No
 Bell Horn Slow whoop Other _____
2. Are exit doors and routes to them indicated by illuminated EXIT signs? Yes
 No
3. Is there emergency lighting for the exit ways and exit stairs? Yes
 No
4. Are there any obstructions in corridors, exit doorways, exit stairs, and other routes that constitute exit ways for occupants? Yes
 No
5. Do exit doors from meeting, food service, or casino areas swing out? Yes
 No
6. Are exit doors locked or secured in any way that would prevent ready use of the door? Yes
 No
7. Are doors which could be mistaken for an exit marked properly? At least, DO NOT EXIT. Yes
 No
8. Do doors to exit stairs close and latch automatically after use and remain properly closed? Yes
 No
9. Are you able to access the guest room floor from the exit stairs? Yes
 No
 N/A
10. Are instructions prominently displayed in each attendee's room giving details of the fire alarm signal and indicating locations of the nearest exits? Yes
 No

11. Are attendee's room doors self-closing and free of transoms or louvers that might permit penetration of smoke into the room? Yes
 No
12. Is there a sign clearly visible in each elevator lobby station that states "Elevators are not to be used during a fire?" Yes
 No
 N/A
13. Are there signs posted at the principal entrance to meeting and facility rooms, specifying maximum number of occupants? Yes
 No
 N/A
14. Are the provided exits remote from each other so that occupants are able to use alternatives if one exit becomes unusable in an emergency? Yes
 No
15. Are folding partitions or air walls arranged so as not to obstruct access to required exits? Yes
 No
16. Are there mirrored surfaces near exits that might create confusion for evacuees? Yes
 No
17. Are all corridors, stairways, and aisles free of temporary or permanent storage, including laundry, chairs, tables, room service trays, and trash? Yes
 No
18. Is there a designated senior staff person responsible for on-site fire safety inspections? Yes
 No

Name: _____

Title: _____

19. Is the location subject to a fire code? If so, which one? Yes
 No
 UNK

20. Are any violations related to fire safety inspections outstanding or uncorrected for this location? If so, please list. Yes
 No
 UNK

21. Does the facility have an established operating emergency procedure in case of fire? Please include a copy with this completed checklist. Yes
 No
 UNK
22. Is the facility fully equipped with a sprinkler system? If no, indicate where sprinklers are located. Yes
 No
- Meeting Rooms Corridors Public Lobbies
 Guest Rooms Public Washrooms Other _____
23. Are smoke detectors located in all areas of the facility? If no, indicate smoke detector locations. Yes
 No
- Meeting Rooms Corridors Public Lobbies
 Guest Rooms Other _____

The University of Texas at Austin • Study Abroad Health Clearance for Students Planning to Study/Intern Abroad

PLEASE PRINT CLEARLY WITH A BLUE OR BLACK PEN. ALL LINES AND APPLICABLE BOXES MUST BE COMPLETED.

*For students seeing a specialist for an ongoing condition, we recommend that the student visit the specialist first to complete the Specialist Report form prior to his/her physical exam appointment for completion of this form.

STUDENT INFORMATION: Completed by the Student

FIRST AND LAST NAME OF STUDENT _____ UT STUDENT EID _____ FIRST TERM ABROAD (e.g. SUMMER SESSION 1, 2015) _____

PROGRAM NAME (PROGRAM OR HOST UNIVERSITY) _____ LOCATION OF PROGRAM (CITY, COUNTRY) _____

I have read the student instructions and disclosed ALL known health history to the healthcare provider. _____

STUDENT SIGNATURE _____ DATE _____

CLEARANCE: Completed by the Health Care Provider

Health Care Provider must be licensed in the U.S. and cannot be an immediate family member (AMA Code of Ethics E-8.19).

1. See Health Care Provider Guidelines prior to completing this form.
2. After reviewing the student's health history and performing an appropriate medical exam, review these with the student and discuss his/her ability to travel and live abroad. Then, complete the clearance section of this form.
3. If you require additional information to clear the student to study/intern abroad, please indicate this below and submit the form. Upon receipt of the required information and/or a follow up appointment with the student, your final assessment should be recorded in the Clearance Update section below, and the form resubmitted with the update.
4. Please forward this form directly to UT Study Abroad.*

I have reviewed the student's health history and performed a physical exam. Based upon this information, to the best of my knowledge, the student is:

- Cleared to study/intern abroad: Any health condition the student may have is under control and has been stable (including any medication required) for a reasonable period.
- NOT cleared to study/intern abroad:
- There are contraindications to participation.
 - More information needed before final decision can be made. (The Clearance Update below will be completed and submitted when the information is received.)

Licensed Health Care Provider (PLEASE PRINT CLEARLY OR STAMP)

SIGNATURE (REQUIRED) _____

NAME _____

TELEPHONE NUMBER _____ DATE _____

< Place Address Stamp Here >

CLEARANCE UPDATE: Completed by the Health Care Provider

This section is required only if additional information is received which allows a student's fitness for study abroad to be re-assessed. Health Care Provider must be licensed in the U.S. and cannot be an immediate family member (AMA Code of Ethics E-8.19).

I have reviewed the student's additional information. Based upon this information, to the best of my knowledge, the student is:

- Cleared to study/intern abroad: Any health condition the student may have is under control and has been stable for a reasonable period.
- NOT cleared to study/intern abroad: There are contraindications to participation.

Licensed Health Care Provider (PLEASE PRINT CLEARLY OR STAMP)

SIGNATURE (REQUIRED) _____

NAME _____

TELEPHONE NUMBER _____ DATE _____

< Place Address Stamp Here >

*DO NOT RETURN TO STUDENT. Upon completion, email, fax or mail this form to UT Study Abroad.

- Email: studyabroad@austin.utexas.edu Fax: 512-232-4363
- Mail: Study Abroad, University of Texas at Austin, P.O. Box A, Austin, TX 78713-8901

SENT: _____ DATE _____ INITIALS _____

The University of Texas at Austin
Specialist Report for Student Planning to Study/Intern Abroad

PLEASE PRINT CLEARLY WITH A BLUE OR BLACK PEN. ALL LINES AND APPLICABLE BOXES MUST BE COMPLETED.

STUDENT INFORMATION: Completed by the Student

FIRST AND LAST NAME OF STUDENT _____ UT STUDENT ID _____ FIRST TERM ABROAD (e.g. SUMMER SESSION 1, 2010) _____

PROGRAM NAME (PROGRAM OR HOST UNIVERSITY) _____ LOCATION OF PROGRAM (CITY, COUNTRY) _____

Patient:

I _____ authorize _____
PATIENT NAME SPECIALIST

or their staff to disclose the health information on this form to:

University Health Services at the University of Texas at Austin, Fax (512)475-8282, or

FAX NUMBER

PATIENT SIGNATURE _____ DATE _____

REPORT: Completed by the Specialist Health Care Provider

Health Care Provider must be licensed in the U.S. and cannot be an immediate family member (AMA Code of Ethics E-8.19).

1. See Specialist Guidelines prior to completing the form.
2. After reviewing the student's health history and performing an appropriate exam, review those with the student and discuss his/her ability to travel and live abroad. Then, complete the clearance section of this form.
3. DO NOT RETURN TO STUDENT. Upon completion, fax as indicated above.

I have reviewed the student's health history and performed a physical exam. Based upon this information, to the best of my knowledge:

- The health condition which I have evaluated is under control, has been stable (including any medication required) for a reasonable period, and will not interfere with a study abroad program.
- The health condition which I have evaluated may interfere with the student's ability to participate in a study abroad program.

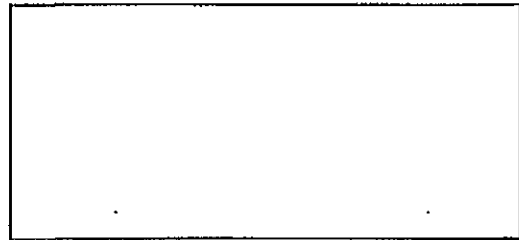
Comments: _____

Licensed Health Care Provider (PLEASE PRINT CLEARLY OR STAMP)

SIGNATURE (REQUIRED) _____

NAME _____

TELEPHONE NUMBER _____ DATE _____



ITINERARY

TRANSPORTATION

Arrival date: _____ Flight #s (if available) _____
Name of airport: _____
In-region transport provided: _____

Empty box for arrival details

Departure date: _____ Flight #s (if available) _____
Name of airport: _____
In-region transport provided: _____

Empty box for departure details

DAILY TRANSPORTATION PLANS

(describe schedule and modes of transport for students during a typical day)

Empty box for daily transportation plans

LODGING FOR OVERNIGHT EXCURSIONS

Location/address: _____ Phone: _____
Contact person: _____ Phone: _____
Email: _____ Dates: _____

Empty lines for lodging contact information

ACTIVITIES/EXCURSIONS

(date) (activity, location, etc.)

MEETUP LOCATION 1 FOR EMERGENCIES

Location/address: _____ Phone: _____

Empty line for emergency location 1 phone

MEETUP LOCATION 2 FOR EMERGENCIES

Location/address: _____ Phone: _____

Empty line for emergency location 2 phone

Form #17