

## Marian University – International Travel Policy, Guidelines, and Protocol

### Rationale

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

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

The following Marian international travel policy and protocol will also serve to better inform students, faculty and staff regarding issues related to international travel risk management, health and safety, Department controls allow the campus to

## Policy on International Travel and Programs

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

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

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

All international travel: Any faculty or staff members who are traveling with students internationally or a student traveling alone--for example to an international professional conference, study abroad program for non-credit, mission trip, service trip or related-- must contact the Office of International 6 W X G H Q W 6 X F F H V V \* O R E D O ( Q J D J H R I S S & V E ) 9 months before the travel/program begins. ISS \* ( will review the travel plans and traveler information via the required International Travel Registration Form to ensure that best practices are being followed regarding arrangements for duty-of-care, and to make sure that university policies are being followed. The 2 I I L F Study Abroad will provide pre-departure documents and information for individual travelers and group leaders as needed, and will require that all travelers are enrolled in a comprehensive medical/evacuation/repatriation insurance program which meets the University's policy for coverage levels. The International Travel Registration Form, must

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Education Abroad Uelated travelProgram leaders, faculty-leaders, and accompanying faculty are required to meet with the ' L U H F W R U Rdr ISSGEy Abroad Director in order to U H Y travel riskassessment and duty-of-care information. Faculty are required to meet with the Study Abroad Director and the ' L U H F W R U R12 months in advance

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Additional insurance information on UÈSÈ Department of State  
website: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_1470.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_1470.html)

Travel Öocumentation:

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Travelers may be required to obtain a visa or other travel documents in addition to a passport. It is your responsibility to ensure that you have the correct visa type for the activities that you are undertaking in the host country. Failure to obtain the correct visa can lead to legal action by the host country. (For example, engaging in research without the proper permission in a foreign country can potentially lead to legal action and arrest by local authorities.) Information on entry/exit requirements for U.S. citizens can be found on the appropriate U.S. Department of State Country Specific Information page: [http://travel.state.gov/travel/cis\\_pa\\_tw/cis/cis\\_4965.html](http://travel.state.gov/travel/cis_pa_tw/cis/cis_4965.html).

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Visa requirements may be different for citizens of countries other than the United

\$ good example of this would be the loaning of someone a USB drive, laptop or





Handling emergencies and health and safety issues should be addressed during the on-site orientation you give to students.

Duty-of-care steps include:

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



4. Confirm that participants' travel requests have been approved with academic advisors and that they have registered with the U.S. State Department's Smart

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

10. Prepare back up plan: Consider who could take over the responsibilities of the faculty leader in the event that they are unable to carry out their duties before trip, during trip, and upon arrival back to the U.S.

If there are two program directors and one director travels independently from the group for a day or overnight, he or she should:

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

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

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

13. Consider local transportation needs: Will you arrange local transportation with on-site providers or bus companies? In addition to cost, consider the safety record and reliability of any contractors you will be using. Check references from other universities or groups who use air or bus transportation.

14. Estimate expenses: Estimate airfare, meals, transportation and other anticipated expenses and provide this information to students. Students should also be encouraged to plan for emergencies. For example, medical emergencies abroad

participants. Emergencies may include incidents that are “newsworthy” and reach U.S. news agencies and cause alarm to parents or colleagues.

Emergencies include, but are not limited to, the following:

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

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

#### Emergency/Crisis Protocol

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

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

- a. Contacting staff in QÜÜBÕÒ and Study Abroad and sponsoring department/  
program.
- b. Calling students' emergency contacts.
- c. Addressing U.S.-based and non-U.S. based media, as necessary.
4. Notify other on-site staff.
5. Notify student participants and de-brief as needed to keep them calm.
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## Sending Students Home

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

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

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

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

The program leader in consultation with the Emergency Response Team, and Study Abroad Director, may cancel the program in response to:

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

## Documenting Incidents

All emergencies should be documented as completely as possible and as soon as possible after they occur. Minor emergencies or incidents may not require implementing the full emergency/crisis protocol, but you must still document them thoroughly. The MU Police Department should be provided with documentation within 24 hours of any incident. The Police Department will provide copies of incident reports to the Dean of Students, Study Abroad Office, and ISS&GE. In documenting an incident, make note of the following:

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

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

## **Important Marian University Contact Information**

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**Campus Police**  
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