



UNIVERSITY OF MASSACHUSETTS
AMHERST

International Programs Office
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Definition of University of Massachusetts Amherst Related International Travel As Approved by the International Risk Management Committee, May 2016

Purpose

This document defines University of Massachusetts Amherst Related International Travel (UMARIT) as it pertains to undergraduate and graduate students, faculty, staff, and designated volunteers (on programs approved by the International Programs Office).

Activity

International travel is considered UMARIT if one or more of the following applies:

- The travel is in the course and scope of their employment at UMass Amherst.
- It is financed, in full or part, through UMass funding, scholarship, or sponsorship.
- It is credit-bearing or the travel is necessary for meeting a course or degree requirement, including graduate research at UMass.
- It is sponsored, arranged, endorsed, promoted, or administered by the university, or by university faculty or staff members.
- The travel is directly related to a UMass sponsored grant or contract.
- Travel supporting an educational activity by a registered student organization affiliated with or representing UMass such as a graduate student organization (GSO) or any established student organization (ESO) (i.e. undergraduate registered student organizations and agencies)

All UMass Amherst Related International Travel must be approved by the appropriate supervisor, faculty advisor, or other designee.

Approval and Registration

Under the policy on international travel registration, all faculty, staff and graduate students are **strongly encouraged to register** international travel – in support of University risk management and emergency response initiatives. Undergraduate students are required to register all university-related international travel.

Please see accompanying guidelines on next page →



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UMass Amherst Related International Travel (UMARIT) Guidelines

When UMARIT is pre-approved and registered, it makes a stronger case that the traveler is eligible for UMass International Emergency Insurance benefits. The registration of UMARIT includes an approval by the traveler's supervisor or designee. The approval of UMARIT establishes that the international travel is university-related, and that the traveler's duties will be covered or replaced during their absence.

Whereas travel is considered UMARIT if the program or activity abroad is recommended to a student by a member of UMass faculty or staff or if the program or activity was promoted on an approved, university-controlled board or display, faculty/staff/departments should follow these guidelines:

- Departments should be vigilant about displaying only approved advertisements on any department-controlled or operated bulletin boards or displays.
- Faculty or staff should consult the International Programs Office prior to recommending a study abroad program or activity for non-academic vetting of the program location and company, and to determine that the program is the best option based on the student's personal and academic goals and financial situation.
- Faculty or staff should not forward e-mails about international travel/study/volunteer opportunities to students or invite travel/study/volunteer organizations to present in their classrooms or on university property without first consulting with IPO

Below are examples that can help illustrate and clarify the definition of UMass Amherst Related International Travel.

1. A faculty member leading a group of UMass students on a short-term study abroad program to Brazil.
 - a. *This is UMARIT. The travel is credit bearing and is actively arranged by UMass faculty.*
2. An alumni member traveling with the UMass Chamber Choir to Italy for a concert tour.
 - a. *This is UMARIT if the alumni member is serving in an approved volunteer capacity.*
3. A faculty member on a mission trip to Ghana unrelated to their field.
 - a. *This is **not** UMARIT. The faculty member is working outside the scope of their employment without university funds.*
4. An environmental conservation faculty member (or graduate student) traveling to Kiribati for research.
 - a. *This is UMARIT. The faculty member is conducting research within the scope of their employment or field of study.*
5. A MPPA student completing a field work assignment in Nepal as part of a UMass course.
 - a. *This is UMARIT. The field work is necessary to meet a course requirement.*



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6. An undergraduate student participating in an internship in Germany she learned about from a poster in the Career Center that was posted by UMass.
 - a. *This is UMARIT. The university is promoting the program, as it was posted by an employee at UMass in an approved university-controlled location.*
7. An undergraduate student participating in a spring break program in Costa Rica he learned about from a flyer posted at a campus bus stop.
 - a. *This is **not** UMARIT. The board at the bus stop is a public, non-university controlled location.*
8. A biology undergraduate student traveling to Peru with a non-profit organization with partial funding from a faculty member's grant.
 - a. *This is UMARIT. The scholarship is administered by the university.*
9. Two undergraduate students going on a non-credit theatre program in Oxford, England that was recommended by a faculty or staff member.
 - a. *This is UMARIT. The university is promoting the program.*
10. A faculty member going to Greece for vacation before going to Turkey for research.
 - a. *The travel in Greece is **not** UMARIT. Travel in Turkey is considered UMARIT if the research is related to their work at UMass.*
11. An undergraduate biology student going on a summer research program that she learned about via email from the biology department.
 - a. *This is UMARIT. The university is promoting the program.*
12. A Registered Student Organization, PEACH, going to Haiti to volunteer.
 - a. *This is UMARIT. The group is a Registered Student Organization, representing UMass and the trip is facilitated by the Office of Student Affairs and Campus Life.*
13. A non-registered student organization going to Haiti to volunteer.
 - a. *This is **not** UMARIT. The group is not a Registered Student Organization.*
14. A faculty in business is on a consulting trip to advise a corporation abroad (all expenses and fee paid by corporation). The topic of this consultation is aligned with her research area.
 - a. *This is **not** UMARIT. Faculty consulting can be approved as "outside activity" but is not considered university-related.*
15. A student going abroad for a summer field research experience run by another university. She plans on obtaining credits for the research from UMass.
 - a. *This is UMARIT, as long as the student has sought review from the IPO for approval of the program and the international credits prior to departure.*