

INTERNATIONAL TRAVEL RISK POLICIES

Presented to Student Affairs and Campus Life

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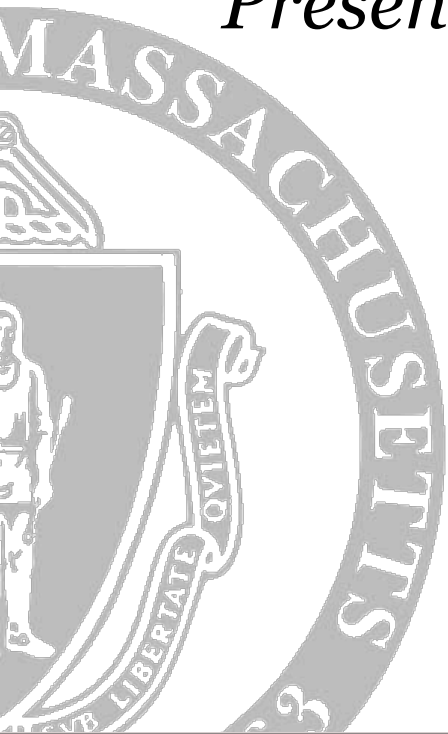
March 3, 2016

Jack Ahern

Vice Provost for International Programs

Chair, International Risk Management

Committee



Risk and International Travel

- The International Risk Management Committee (IRMC), a subcommittee of the Campus Enterprise Risk Management Committee (CERM), is charged with:
 - Developing policies and procedures to understand, avoid, mitigate and manage international risks and emergencies
 - Oversight of the UMA International Travel Registry, managed by the International Programs Office

- International Risk Management Committee membership:
 - IPO Director, Director of Education Abroad, Director of International Student and Scholar Services, Senior Education Abroad Advisor, Risk Management Advisor
 - Director of University Emergency Management
 - University Legal Counsel
 - UMass Presidents Office representative
 - Administration and Finance staff
 - University Health Services
 - Faculty (2)
 - Career Services
 - Export Control Manager
 - Student Affairs

UMass Amherst University-Related International Travel (UMARIT)

- UMARIT applies to undergraduate and graduate students, faculty, staff, and designated volunteers (on programs approved by the International Programs Office) 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 is undertaken by a **registered student organization** affiliated with or representing UMass such as a graduate student organization (GSO) or undergraduate RSO

UMass Amherst University-Related International Travel (UMARIT)

- All UMass Amherst-Related International Travel must be approved by the appropriate supervisor, faculty advisor, or other designee.
- In the case of student group or independent travel, such travel must be approved by IPO for risk management
- All UMass Amherst-Related travel is insured by the University's Emergency International Insurance Policy.
- Examples include, but are not limited to: UMass sponsored, funded, organized, or administered travel for official study abroad programs, research, internships, field studies, service learning, conferences, volunteering, experiential or work programs, athletic competitions, performances, or international activities promoted by faculty/staff or university-controlled displays.

UMass Amherst University-Related International Travel (UMARIT)

- Faculty and Staff should understand that any international programs/activities that are announced in class, forwarded by email, or posted on departmental boards **automatically become university-related.**

- Faculty and Staff should contact IPO for advice on approval of such programs **BEFORE** circulating/announcing these opportunities to undergraduate or graduate students.

UMass Amherst - International Travel Registry

- Purposes:
 - to maintain a current registry of UMA related travel to facilitate efficient communication in the event of an international emergency
 - to enable communication to UMA travelers abroad regarding personal or university related emergencies
 - To support reporting on trends in University-related international travel
 - To coordinate/integrate International travel approval, and travel support through UM travel service providers (Egencia and Travel Collaborative)

UMass Amherst - International Travel Registry

- Participation
 - **Mandatory** for any University-related International Travel by UNDERGRADUATES (study abroad, service trips, int'l independent study,)
 - **Highly recommended** for Faculty, Staff and Graduate Students
- Implementation Status
 - Currently in Pilot Phase, Computer Science Dept, IPO, and Public Health
 - Full implementation expected in 2016

International Travel Registry

ALL non-credit, university-related undergraduate international activity MUST be registered through IPO.

Fee required for International Independent Study.

No Fee for Student Affairs, RSO travel.

IPO will provide guidelines and recommendations for health, safety, and emergency procedures. Group travel activities should be forwarded to IPO for approval 6 months before travel.

Draft Internationalization Plan: Next Steps

- Thank you for this opportunity!
- Questions or Comments?