 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

(A) SCOPE

This policy govern all students participating in international activities/educational experiences sponsored/approved and/or funded by the Northeast Ohio Medical University (NEOMED or University).

(B) PURPOSE

This policy is implemented in order to uphold the values of safety and education at NEOMED and manage the liability of the University when students travel abroad.

A student's eligibility to participate in an international experience is conditional upon written approval of the individual international experience by the course director in collaboration with the Office of Academic Affairs, receipt by the Office of Student Affairs of all documentation as required by the procedures outlined below, and verification by the Registrar that the student is in good academic standing as determined by their individual degree program.

(C) DEFINITIONS

(1) Consult University Policy 3349-7-01.


(2) Administrative Body Overseeing International Travel

(a) International Experience Committee (IEC or the Committee)


(i) The IEC will include the following members:

(a) one faculty member with experience in international travel;

(b) one representative from General Counsel;

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

- (c) one faculty representative from each College (Medicine, Pharmacy and Graduate Studies);
 - (d) one representative from Student Affairs;
 - (e) one representative from Academic Affairs; and
 - (f) one representative from Enrollment Services.
 - (ii) International travel for academic credit and/or fund by NEOMED requires approval from the IEC.
 - (a) Approval of an international experience for academic credit is the responsibility of the course director.
 - (b) Funding approval for extra-curricular international experiences is the responsibility of the NEOMED Student Council (NSC).
 - (iii) The purpose of the IEC will be to judge the safety of an international experience and approve the experience for University student participation.
 - (iv) The IEC will meet as needed based on the requests it receives for International Travel.
- (b) Process for Obtaining Approval of Student International Experience
- (i) All submissions to the Committee must be turned in to the Office of Student Affairs for distribution to the IEC a minimum of two weeks prior to the IEC meeting.

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students


- (ii) IEC meeting dates are posted on the Student Activities Calendar.
- (iii) Responsibilities

(a) Faculty Responsibility:

- (i) Any University faculty who wish to organize an international experience that will include University students (for academic credit or extra-curricular activity funded by the University) must submit a written application, for review by the IEC, fulfilling the requirements as outlined in Appendix A. Once a faculty member has received approval for his/her international experience, students who wish to participate in the international experience need not submit individual applications to the IEC for approval (students must still submit all required documents to the Office of Student Affairs as required by this policy).

(b) Student Responsibility:

- (i) Any student wishing to receive funding for an extra-curricular international experience (research, mission, conference) must adhere to the Procedures for Requesting Student Funding outlined by the NEOMED Student Council.
- (ii) If an international experience is currently approved by the IEC through Faculty Petition (See Appendix A), the student need not submit individual applications to the Committee for approval (though


 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

students must still submit all required documents as required by this policy). The student must, however, obtain a copy of Appendix A for review and acknowledgement of the risks associated with the international experience.

- (iii) If an international experience is not currently approved, it is the responsibility of the student wishing to participate to submit an application fulfilling the requirements as outlined in Appendix A.

(b) IEC Decision

- (i) If the international experience is approved by the Committee, the submitting student or faculty will be notified of approval status by an official letter from the Office of Student Affairs within five business days after the Committee meeting. **Students should not make any travel arrangements prior to receiving written approval from the Committee.** Please note that although the student may receive informal communication regarding the status of the international experience acceptance, it is not official until the formal approval letter is received. Letters are sent to the student's University email address. It is important to remember that a student's eligibility to participate in an international experience is conditional upon both written approval by IEC and receipt by the Office of Student Affairs of all documentation as required by these policy procedures. Furthermore, a student must be in good academic standing as determined by their individual degree program.

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

(ii) If an international experience is denied approval by IEC, the submitting student or faculty will be notified of international experience denial status by an official letter from the Office of Student Affairs within five business days after the Committee meeting. The denial letter will include a detailed explanation listing the reasons why IEC rejected approval of the international experience.

(c) Application for Academic Credit

In addition to IEC approval, if a student desires to be eligible to receive academic credit for his/her international experience, the student must submit written approval from the course director to IEC in accordance with (D)(2)(a)(i).

(d) Tracking Students on International Experiences

(i) Responsibility for tracking students who are on International Experiences is as follows:


(a) M4 Electives – M4 Curriculum Coordinator

(b) P4 APPEs – Director, Experiential Education

(c) NSC Funded Experiences – NSC Advisor

(d) Graduate Studies Experiences – Program Director of Consortium of Eastern Ohio Master of Public Health

(3) Materials Required for IEC Review

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

(a) The following documents must be submitted to the Office of Student Affairs **at least two weeks prior** to the scheduled IEC meeting:

(i) Petition for Implementation of Student International Experience (See Appendix A) with the following attachments:

(a) Documentation of approval for academic credit by course directors (if applicable)

(b) Methods of pre-departure and/or on-site orientation for students

(c) Copy of all information provided to the students/participants, including all orientation materials

(d) Description of procedures for an emergency evacuation plan


(e) Documentation of all relevant U.S. State Department information and advisories

(f) Documentation of participant requirements and responsibilities


(g) Copy of letter accepting student into the international experience (from appropriate official).

(ii) A completed Risk Assessment Form (Appendix B)


(3) Materials Required after IEC Approval

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

- (a) The following documents must be submitted to the Office of Student Affairs **at least four weeks prior** to their scheduled departure date (See Appendix C, D, E):
- (i) Proof of insurance
 - (a) Minimum required coverage:
 - (i) Medical Expense (accident/sickness)—\$100,000 per incident
 - (ii) Accidental Death/Dismemberment—\$10,000
 - (iii) Emergency Medical Evacuation—\$50,000
 - (iv) Repatriation of Remains—\$25,000
 - (b) The student must purchase coverage from one of the following providers:
 - (i) CISI (www.culturalinsurance.com)
 - (ii) HTH Worldwide Insurance Services (www.hthstudents.com)
 - (iii) CMI (www.studyabroadinsurance.com)
 - (iv) IMG (www.internationalstudentinsurance.com)
 - (ii) Proof of travel health consult, vaccinations, and prophylaxis (each as recommended by the Center for Disease Control) (See Appendix D).

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

- (iii) Photocopy of current passport (and proof of visa if applicable).
 - (iv) Photocopy of current U.S. State Department travel advisories (updated from original pre-meeting submission).
 - (v) Complete travel itinerary (including all transportation details to, from, and during the international experience). (See Appendix A).
 - (vi) Emergency contact information (for both the international experience site and within the United States) (See Appendix E).
 - (vii) Proof of registration with the U.S. Department of State (can be done at <https://travelregistration.state.gov>—print confirmation page).
 - (vi) A signed Waiver and Release Agreement (See Appendix F).
- (b) Preparations for International Experience
- (i) Gather information concerning any in-country political problems, safety concerns, or health hazards by consulting current U.S. State Department announcements and publications, Centers for Disease Control information, and the international experience site.
 - (ii) Investigate visa and other entrance requirements that may be enforced in the host country. Adhere to laws of the host country, standards of professional behavior, and standards of conduct determined by the international experience site. Stay current on U.S. Department of State country information and communicate with local site regarding known risks.

 NORTHEAST OHIO MEDICAL UNIVERSITY	Policy No: 3349-5-45
POLICY TITLE: International Travel	EFFECTIVE DATE: 8/1/2010 REVIEWED AND REVISED: 5/5/15
RESPONSIBLE DEPARTMENT: Student Affairs	All Students

(iii) Complete orientation for study abroad, through self-study or formal preparatory sessions. Such orientation will emphasize knowledge of personal health and safety precautions, universal precautions, infectious disease risks, cultural conditions, personal and professional behavior standards, emergency contact procedures and preparation for medical work (if applicable).

(c) After completion of the international experience, the student must turn in a completed International Experience Evaluation Form to the Office of Student Affairs (See Appendix G). **This form does not replace the curricular feedback/evaluation form for curricular activities.**

(4) Changes to Travel Warnings

In the event of a U.S. State Department issued Travel Warning for the location of a student's international experience prior to a student's departure, a student's eligibility to travel to the location of the international experience may be revoked at the consideration of the University. In the event a U.S. State Department warning is issued while a student is abroad, determination of the appropriate action will be made on a case-by-case basis, with the University having the authority to require the student to return to the United States.

(5) Monetary/Property Loss

The University is not responsible for any monetary or property loss incurred by a student at any time during the planning, preparation, or participation in an international experience.