

Antioch University

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### 5.223 International Study and Domestic Field Study Travel

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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		<b>International Study and Domestic Field Study Travel Policy 5.223</b>	
<b>Academic Policies</b>		Effective date: <p style="text-align: center;">April 27, 2018</p>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
Approved	Chancellor	N/A	April 27, 2018
Revised	Office of University Counsel	N/A	September 10, 2018
Revised	Office of University Counsel	N/A	September 1, 2019
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1351	All University programs, faculty, staff and students.

## I. Introduction

These procedures outline Antioch University’s review process for international studies and domestic field study travel for all students, faculty and staff. Due to the risks inherent in international studies and domestic field study, the University requires advance notice and approval of certain proposed travel. Input from the Director of International Studies and Domestic Field Study, who has specialized experience and knowledge in this area, will reduce risk to travelers and to the University. This policy applies to all trips of any duration outside the fifty United States as well as Antioch-sponsored group overnight trips in any field destination within the United States. Prior to the University review process, the requestor must separately obtain any required academic, curricular, and budgetary approval from the relevant campus/program.

## II. Purpose

The purpose of this policy is to:

1. Provide adequate information to the employee, student, and University regarding the travel;
2. Allow the University to support international studies and domestic field study travel;
3. Ensure that participants have adequate insurance to reasonably cover contingencies; and
4. Minimize the risk to participants and the University.

Once a trip has been approved, the University will obtain appropriate insurance and access to 24/7 emergency assistance for each participant. Lack of prior review and approval may create personal liability on behalf of the faculty or employee organizing the travel, as well as significant risk to the University and to the participants themselves. In addition, failure to obtain prior approval may subject an employee to disciplinary action.

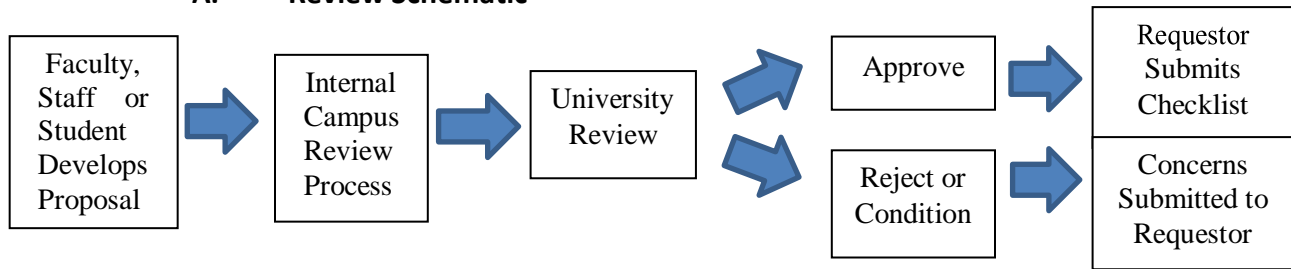
## III. Scope

All Antioch-sponsored international study and/or domestic field study travel by any employee or student must be reviewed in advance in accordance with this policy. International studies and domestic field study travel may include courses, conferences, group study, research, service, alumni trips, independent studies, practica and internships, among other travel. Field study refers to any Antioch-sponsored group or single-student activity that requires an overnight stay. For example, a course that entails camping in the desert would fall under these procedures, whereas overnight travel by an individual employee to a conference in Chicago is not considered field study and would not need to be reviewed. However, overnight travel to a conference in Chicago by a faculty member and a student constitutes group travel that would need to be reviewed under this policy. In addition, Antioch-sponsored overnight travel in which there is only one student participant is also considered field study that would need to be reviewed in advance. In summary, these procedures apply to *all* travel outside the United States, as well as to any Antioch-sponsored group or single-student field study that requires an overnight stay. For questions regarding whether a trip requires review, please contact the Director of International Studies and Domestic Field Study.

<b>Director of International Studies and Domestic Field Study</b>	Melissa Kirk
<b>Contact Information</b>	Email: <a href="mailto:mkirk@antioch.edu">mkirk@antioch.edu</a>
<b>24/7 Emergency Contact Number (for Antioch support while traveling):</b>	(011) 603-803-1049

#### IV. Procedures for Review

##### A. Review Schematic



##### B. Step 1: Student/Employee Develops Proposal

If any Antioch University faculty or staff plans to lead an international or domestic field study trip, or if any Antioch University student plans to participate in travel for which s/he is the only participant, s/he must develop and submit a proposal to his/her Department/Program Chair well in advance of the proposed trip, preferably six months in advance. The Department/Program Chair must ensure that the proposal is complete before submitting the proposal to the Provost on behalf of the requestor/student.

The proposal must include:

1. Names of all employees involved, role(s) on the trip, department(s) of affiliation, travel experience, experience in the region, and fluency in the language. Please note that at least two trip leaders are normally required for group trips;
2. Approximate number of participants and their relationship to Antioch, including undergraduate or graduate students, alumni, and/or community members;
3. Responsible campus and department/program;
4. Dates of travel;
5. Proposed itinerary for the trip, including all countries, cities and regions;
6. Other entities involved (tour companies, educational groups, universities, service providers), the nature of their involvement, and contact persons for each entity;
7. Means of transportation to and within the intended locations;
8. Nature and purpose of the trip and anticipated activities;
9. Possible health or safety concerns;
10. Status of academic or curricular review;
11. Overview of permits/visas need for trip; and
12. Other relevant information.

An example of a travel proposal is located in the *AU International*

*Travel and Domestic Field Studies Documents Sakai site.*

**C. Step 2: Chief Academic Officer or Program Director Review**

The proposal must be submitted to the campus or program Provost, so that leadership of the campus and/or University-wide program is aware of all contemplated international studies and domestic field study travel within his/her jurisdiction. Upon the Provost's written recommendation, the proposal shall be submitted to the Director of International Studies and Domestic Field Study ("Director") for review.

**D. Step 3: Director of International Studies and Domestic Field Study Proposal Review**

In consultation with the Office of University Counsel, The Director of International Studies and Domestic Field Study will review the international proposal and may consider any information regarding the proposed travel, including but not limited to existing and emergent political, social, economic, geographic, travel, health, and hazard conditions as well as participant skill and experience. In the review of the proposal, the University may rely on the sources listed in "Resources to Consult Regarding Safety/Health Conditions Abroad," located in the *AU International Travel and Domestic Field Studies Documents Sakai site*, among others.

Following review, the Director of International Studies and Domestic Field Study will approve or reject the proposed international studies or domestic field study travel.

The Provost and requestor will be informed of the Director's decision.

**E. Requirements for Travel Post-approval.** Once travel is approved, it is the responsibility of the requestor to:

1. Prior to Travel.
  - a.) Visit the Sakai site entitled *AU International Travel and Domestic Field Studies Documents* which contains the procedures and forms to be completed prior to departure, along with answers to Frequently Asked Questions.
  - b.) Complete the Checklist located in the Sakai site, which specifies what documents and procedures are required before traveling.
  - c.) Complete the travel insurance roster for each participant. Antioch

will enroll trip participants in international travel insurance after the requestor submits all relevant information for participants. The sponsoring campus or program is responsible for insurance costs.

d.) Submit a detailed, updated itinerary with hotel, flight, activity location and ground transport information for all participants to the Director prior to departure.

e.) The requestor and all trip participants must view the *Safe Passages* video, a half hour training describing skills and techniques to help improve travel safety.

f.) Review and comply with other University travel policies, such as 3.471 (Use of University Vehicles) and 3.469 (Travel Policy).

## 2. While Traveling

a.) The requestor will be required to use the 24/7 emergency contact number for Antioch support while traveling: **(011) 603-803-1049**. This number shall be used in any emergency, including but not limited to:

i.) Physical or mental health issues (including illness or injury requiring medical attention, or any threat of harm to self or others);

ii.) Political disruption; iii.) Natural disaster;

iv.) Crime against any trip participant;

v.) Conduct violating Antioch's Student Conduct Code and/or local laws; and

vi.) Lost passport/visa.

b.) The requestor must contact the travel insurance provider prior to seeking medical attention for any participant. The insurance provider will provide information about where to go for medical assistance.

c.) Should any participant's plans change from the itinerary on file with the Director, the requestor is required to notify the Director as soon as possible.

d.) Should conditions in the area of intended travel change significantly, the University reserves the right to revoke a prior approval.

## F. Proposal Rejection

1. If the proposed travel is rejected, the Director will communicate

the reason(s) for the rejection. Possible reasons for rejection include but are not limited to: travel to a U.S. government designated travel warning country; significant health or safety risk; insufficient experience, skills or planning; insufficient on-site support; or significant emergent risk.

2. If the proposed travel could be modified to alleviate the health, safety and other risks to allow it to be approved, the opportunity for modification will be highlighted.
3. The decision, along with any possible opportunity for modification, will be sent to the Provost and to the requestor.
4. The Director will assist requestors with submitting modified proposals.