

Policies of the University of North Texas	Chapter 6
06.033 Study Abroad Policy	Faculty Affairs

Policy Statement. UNT will endeavor to provide out-of-country study opportunities for students in their academic degree programs through a variety of mechanisms. The director of the Study Abroad Office (SAO) shall have primary responsibility for administering study abroad programs and serve as the central clearinghouse for information concerning these programs. Faculty, staff, and students who participate in study abroad programs are responsible for complying with and are subject to all applicable laws and university policies.

Application of Policy. Total university

Definitions.

1. **Study abroad.** “Study abroad” means off-campus, academic credit instruction which is delivered outside the United States primarily to regular on-campus students.

Procedures and Responsibilities.

I. Responsibilities.

- A. **Study Abroad Office.** All academic credit-bearing study abroad programs must be administered by the SAO. The director of the SAO has the authority to establish guidelines and procedures to ensure that all study abroad programs follow best practices and conform to university policies governing academic programs, rules adopted by the Texas Higher Education Coordinating Board, and applicable federal and state laws.
- B. **Faculty.** Faculty members are required to follow all procedures and policies established by the SAO when leading study abroad programs. Academic units (departments and colleges) issuing credit for study abroad programs are responsible for participating in a review process of proposed programs to ensure that all courses meet the same academic standards as those held on campus. All study abroad faculty leaders, co-leaders, and support staff are required to attend the Emergency Preparedness and Response Seminar covering pre-departure preparation, university resources, financial processes, and emergency response while abroad.

II. Disability Accommodation.

The SAO and the Office of Disability Accommodation (ODA) will make reasonable efforts to inform students of the types of accommodations typically available abroad. Students with disabilities are responsible for registering with the ODA and complying with university policy

regarding requesting accommodations. Students should request accommodations as soon as they are a confirmed participant in a study abroad program to allow time to determine if reasonable accommodations may be provided in accordance with university policy and state and federal laws.

III. Health and Safety.

- A. **Safety and Security.** The safety and security of university students, faculty, and staff participating in programs outside the United States is a primary consideration in the planning and conduct of study abroad programs. While the SAO is responsible for collecting and sharing general information on safety and security issues related to locations and the coordination of safe logistics for study abroad programs, participants are equally responsible for taking appropriate personal safety and security measures. These measures include, but are not limited to personally researching safety and security concerns in the host country, attending all study abroad orientation sessions, taking appropriate personal safety precautions en route and while in the host country, and purchasing supplemental insurance coverage to protect their belongings.
- B. **Travel and Laws.** All university policies related to the conduct of official university activities, including personnel and student policies, apply to study abroad programs in the same manner as if the course or activity was conducted on campus, including provisions of the Student Code of Conduct. Violations of the Student Code of Conduct will be referred to the Division of Student Affairs for appropriate university action. University policies apply to all students while en route to and while in the host country. All study abroad program participants are responsible for following the student travel policy as well as all traffic safety and other laws of the host country. Faculty, staff and students are personally responsible for sanctions imposed by the host country for violations of its laws and all legal costs incurred as a result of the violation(s).
- C. **International Health and Accident Insurance.** All participants in a UNT study abroad program must be enrolled in UNT's international health and accident insurance. The policy includes coverage for the treatment of illness, emergency evacuation, and repatriation of remains. Participants are responsible for purchasing additional travel coverage based on their needs.

Responsible Party: SAO, ODA, unit administrator, faculty, staff, and students

References and Cross-references.

[UNT Policy 07.012, Code of Student Conduct](#)
[THECB, Study Abroad](#)

Forms and Tools.

None

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