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Academic Affairs

Responsible Office:
[Office of Global Affairs](#)

Procedure Title:
International Travel with Students

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This procedure item applies to:
State-Operated Campuses

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Summary

SUNY employees who wish to travel with students must first obtain permission from their campus' leadership. Such permission will be contingent on the employee meeting a minimum level of training and preparedness required by their individual campuses.

Process

I.Purpose

The purpose of this procedure is to ensure that employees traveling abroad with students are appropriately trained and equipped to do so. International travel is incredibly enriching for students. Given different cultural norms, language barriers, and safety standards, such travel does, however, pose unique risks. No amount of planning or resources can eliminate the risks. However, when students travel with SUNY faculty or staff, there is an expectation that reasonable preparations have been made to promote the safety and success of the trip.

All University activities and programs are subject to this procedure, including Study Abroad Programs, as defined in SUNY Procedure, [Study Abroad Programs: Financial Procedures, Doc. No. 7010](#). Study Abroad Programs also remain subject to existing policies and procedures governing review and approval by the Office of Global Affairs, on behalf of SUNY System Administration.

II.Process

Each SUNY campus shall create and maintain local policies and/or procedures governing employees traveling internationally with students. Such policies shall require that any employee traveling internationally with students for any university-related purpose must first obtain approval from the President or his/her designee. At a minimum, such approval should be made contingent upon the following:

- The employee has completed a training program;
- The employee is aware of the SUNY Clery and Title IX Procedure for International Programs;
- The employee has adequate communications equipment and information in order to allow him or her to readily communicate with the students and campus leadership;

- The employee and students have been advised as to the proper insurance coverage and procedures;
- The employee has an approved emergency action plan;
- The employee and students have reviewed relevant health and safety information for the country or countries that they plan on visiting;
- The employee has secured reliable in-country language assistance, if necessary;
- The employee has a budget and adequate financial resources to accomplish the goals of the trip safely.

Campuses may develop other criteria for approval in order to ensure equivalent preparation and attention to safety. However, campuses should adequately demonstrate the reasons for any significant departure from these minimum expectations when granting employees the ability to accompany students to foreign locations.

Though not addressed by this procedure, campuses should also consider maintaining policies addressing domestic travel with students.

Definitions

International – Any country other than the United States.

Employee – Any State University employee, officer, domestically-based agent, or domestically-based partner.

Student – Any student enrolled at a State University of New York campus full or part time in any program, class, or activity.

Approval – Written authorization by a campus president or designee.

Training Program – An educational program created or procured by a campus to educate employees on the challenges associated with traveling with students (e.g., medical care, student code or legal violations, financial considerations, emergency procedures, etc.).

Emergency Action Plan – A written plan describing how the traveling group and leaders will handle various unexpected emergency scenarios such as natural disasters, illnesses, injuries, political unrest, terrorism, abduction, kidnapping, assault, etc.

Forms

There are no forms relevant to this procedure.

Related Procedures

[Study Abroad Programs: Financial Procedures](#)

[SUNY Clery and Title IX Procedure for International Programs](#)

Other Related Information

[Standards of Good Practice for Education Abroad](#), Forum on Education Abroad.

[Comprehensive Information for Students Traveling Abroad](#), U.S. Department of State, Bureau of Consular Affairs.

[Sample Student International Travel Preparedness Checklist](#), U.S. Department of State, Bureau of Consular Affairs.

International Travel with Students Emergency Action Plan - See appendices below for samples.

Authority

[NYS Education Law §353](#), Title 1, Article 8, Education.

NYS Education Law §355 (1)(a), Title 1, Article 8, Education

8 NYCRR §§328.2 &328.3

History

There is no history relevant to this procedure.

Appendices

Sample Health and Safety Information for Students

- [University at Albany](#)
- [Binghamton](#)
- [New Paltz](#)

[Study Abroad Emergency Plan - Sample 1 from Potsdam](#)

[Study Abroad Emergency Plan - Sample 2 from New Paltz](#)