University of Illinois System
International Travel Safety Policy

Policy Information

Policy Owner: Vice President for Academic Affairs
Approved by: Board of Trustees
Date Approved: xx/xx/xxxx
Effective Date: xx/xx/xxxx
Date Amended (most recent): N/A
Targeted Review Date: xx/xx/xxxx
Contact: Assistant Vice President for Academic Affairs

Purpose

To promote the safety and security of University of Illinois System members who are traveling outside the United States for system-related and -approved activities, including but not limited to working, studying, and volunteering.

Scope

This policy applies to all three universities as well as the system offices.

Background

The University of Illinois System and its three best-in-class universities have a substantial impact on teaching, research and public outreach that spans the globe. Because of this global impact, thousands of students, faculty, staff, and volunteers travel to countries around the world each year. They conduct ground-breaking research, participate in athletic events, forge partnerships to accelerate economic development and innovation, and enhance cultural understanding through hands-on learning. With this outreach comes certain inherent risks that must be managed to make international travel by University of Illinois System members as safe as possible. This policy formalizes the framework to manage those risks across the system.

Statement of Policy

The University of Illinois System will implement the following policies to promote international safety and security. The policies below differ depending upon who is involved in international travel and what they are doing during the travel period.

Policy for Undergraduate Students on U of I System-related Travel

Undergraduate students participate in a variety of programs that involve travel outside of the United States, ranging from system-sponsored programs and programs offered by external providers to travel for the purpose of conducting research or presenting at an academic conference. Each university will:

- Require *all students* on authorized system-related travel to register their international travel with the university and to enroll in and carry system-approved international insurance or equivalent policies.
- Establish a mandatory, pre-departure orientation and a mandatory on-site orientation in the host country upon arrival for all students on faculty-led programs.
- Strongly encourage individual student travelers and students participating in third-party study programs to participate in an on-site orientation.

Policy for Graduate Students on U of I System-related Travel

Graduate students participate in a variety of activities that involve travel outside of the United States, ranging from conducting research to studying abroad on a scholarship program (e.g., Fulbright Program) to presenting at an academic conference. Each university will:

- Require *all graduate students* traveling to conduct research, present at an academic conference, or participate in other research-related activities to register their international travel with the university and to enroll in and carry system-approved international insurance or equivalent policies.

Policy for Faculty and Staff who Accompany Students on U of I System-related Travel

Many international programs, such as study abroad programs and courses with an international component, involve faculty or staff who accompany students on travel outside of the United States. Each university will:

- Require *all faculty and staff traveling with students* to register their international travel with the university and to enroll in and carry system-approved international insurance or equivalent policies.
- Require training related to safety, security, and response protocols, including responsibilities for addressing reports of sexual misconduct, for faculty and staff leading any student on system-approved or -authorized programs and activities.

Policy for Faculty and Staff who Travel without Students

Many faculty and staff members travel outside the United States without students for system-related business. Examples include traveling for research purposes; attending and/or presenting at conferences, symposia, and other types of events; spending sabbatical time in another country; and collaborating on instructional or research activities with international partners. Each university will:

- Strongly encourage *all faculty, staff, and others* (e.g., alumni, trustees) traveling on system-related business, but not traveling with students, to register their international travel with the university and to enroll in and carry system-approved international insurance or equivalent policies.

Following State, Federal, and Host Country Laws Related to International Travel

All University of Illinois System members must follow U.S. and state laws related to international travel, as well as laws applicable in the country or countries being visited, and must consider guidance from government agencies, such as the U.S. Department of State, regarding international travel safety. Each university is required to follow the Health, Safety, Security, and Risk Management *Standards of Good Practice for Education Abroad*, published by the Forum for Education Abroad, Inc.

Review and Coordination of Policies and Practices

International travel safety policies and procedures will be reviewed by each university on a regular basis and updated when deemed necessary. Safety and security concerns tend to evolve rapidly and must be taken into account during regular reviews and between reviews as needed. Each university will:

- Establish procedures to review and assess the safety and security of all existing study abroad programs on a regular basis and to review and assess the safety and security of all new study abroad programs before they begin.
- Establish and implement emergency response procedures and communication plans.
- Require the Senior International Officer (SIO) to meet with the SIOs at the two other universities, as a group, at least once each year to confer and review ongoing safety and security concerns and to identify and implement practical solutions.

Procedures

Each university will develop procedures to implement and enforce these policy statements within an appropriate timeframe as outlined in each university implementation plan. Individuals will follow procedures for their designated home university.

Definitions

Senior International Officer: The senior university official dealing with international affairs.

System: The University of Illinois System and all of its component units, including the System Offices, the Urbana-Champaign, Chicago and Springfield universities, and all other teaching, research and service facilities, wherever located.

University of Illinois System Members: The University's Board of Trustees, faculty, staff, and students, including undergraduate and graduate students, student athletes, members of registered student organizations, and others traveling on system business.

Forms, Tools and Additional Resources

More information is available on the following websites:

- System: https://www.vpaa.uillinois.edu/resources/policies (will be updated once policy is online)
- Chicago: http://oge.uic.edu/
- Springfield: https://www.uis.edu/about/explore/students/international/
- Urbana: http://international.illinois.edu/

Website Address for this Policy

URL TBD but will reside on this webpage: https://www.vpaa.uillinois.edu/resources/policies