

# University Policies

<b>Policy Name:</b> University Sponsored Education Abroad Programs	<b>Effective Date:</b> July 1, 2010
<b>Custodian of Policy:</b> Vice President for Academic Affairs	<b>Last Review:</b> New Policy
	<b>Next Review:</b> September, 2017

## Policy:

A Minnesota State University, Mankato sponsored education abroad program, defined as a program and course taught entirely or partially outside of the continental United States, is developed and administered by the University and awards Minnesota State Mankato credits. All travelers on Minnesota State Mankato sponsored programs, with the exception of the leader(s) and leaders' immediate family members, must be enrolled at the University and registered for a minimum of one credit. The program leaders' primary responsibility for the duration of the program is the educational experience, safety and health of students. Minnesota State Mankato's administration reserves the right to cancel a program at any time. Cancellations due to unforeseen circumstances will result in the refund tuition and fees subject to established University and/or vendor procedures, as applicable.

Minnesota State Mankato sponsored education abroad programs are subject to the same curricular processes as all other course offerings. Faculty members who wish to conduct a pilot program may have a one-time exception to this requirement, with the expectation that future courses and programs with similar content will be approved through the curriculum design system.

All program leaders must demonstrate access to on-site logistical support and are subject to MnSCU Board of Trustees Policies 1A.10 (Emergency Management), 5.19 (Travel Management) and related procedures

All travelers must carry health, accident and repatriation insurance. If required by the course curriculum, students must also carry student professional liability insurance. All programs must include, and all travelers must attend, a pre-departure health and safety orientation. Travelers under 18 years of age must receive written, parental consent and the parent or guardian must attend the pre-departure health and safety orientation. All travelers are subject to the Minnesota State Mankato's Statement of Student Responsibilities.

## Procedures:

1. Prior to departure, new program leaders are required to participate in the health and safety training session administered by the Kearney International Center. Experienced program leaders are required to participate in the training session once every three years.
2. All travelers are required to purchase either the International Student / Faculty Identification Card, available from the Kearney International Center, or they must purchase MnSCU study abroad insurance.
3. New education abroad program proposals must be submitted for review by Departments, College Deans and the Office of Academic Affairs at least 12 months prior to departure. Renewal proposals must be submitted for review by Departments, College Deans and the Office of Academic Affairs 9 months prior to departure. Exceptions for an expedited review may be considered with approval by the College Dean and the Assistant Vice President for Undergraduate

Studies and International Education.

4. There may be a variety of funding models used to support education abroad programs. Proposals will specify how programs will be supported and, when applicable, they may compete for a limited amount of funding support from the Office of Academic Affairs.
5. The Assistant Vice President for Undergraduate Studies and International Education will review proposals prior to making a recommendation to the Provost.
6. For the purpose of processing student financial aid, final student budgets for all programs must be submitted to Student Financial Services and the Kearney International Center 4 months prior to departure.
7. All program-related financial transactions must comply with Minnesota State Mankato accounting procedures.

## **Rationale:**

Minnesota State University, Mankato promotes learning in service to the global community by providing academically challenging, geographically diverse and safe international learning opportunities for students. This policy provides guidance to University departments, in undertaking University-sponsored education abroad programs, and to students seeking international educational opportunities in those programs. The principles guiding this policy include: integration within the curriculum, partnerships with institutions abroad, concern for health and safety of all participants and an emphasis on affordability