Policy

A Minnesota State University, Mankato sponsored education abroad and away programs are 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 of tuition and fees subject to established University and/or vendor procedures, as applicable.

Minnesota State Mankato sponsored education abroad and away 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 University’s curriculum design system.

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

If a Minnesota State Mankato student does not meet the minimum requirements for participation in the program, the student may file an appeal. An appeals committee will render a decision in a timely manner.

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 Center for Education Abroad and Away. 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 directly from the vendor, or they must purchase Minnesota State study abroad insurance. If insurance is required by a 3rd party provider, the traveler is not required to purchase
the Minnesota State study abroad insurance.

3. New and renewal education abroad and away program proposals must be submitted for review by departments, college deans and the Office of the Provost by the following dates:
   - Summer programs: October 1
   - Academic year programs: February 1
   - Exceptions for an expedited review may be considered with the approval of the college dean and Dean of Global education.

4. There may be a variety of funding models used to support education abroad and away 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 the Provost.

5. The Dean of Global Education, based on recommendations from the Global Education Advisory Council, 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 one month prior to student registration.

7. All program-related financial transactions must comply with Minnesota State Mankato accounting procedures.

Definitions

Education Abroad Program - a program and course taught entirely or partially outside of the continental United States.

Away Program - a program and course taught entirely or partially off campus; requires out of state travel, overnight stays, and program fees.

Rationale

Minnesota State 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 and away programs, and to students seeking educational opportunities in those programs. The principles guiding this policy include: integration within the curriculum, partnerships with institutions abroad, concern for the health and safety of all participants, and an emphasis on affordability.