



Program Leaders

In order to comply with the guidelines put forth by NAFSA: Association of International Educators, the primary professional organization for international education, the University of Georgia expects that all study abroad programs conducted by this University comply with the following guidelines.

I understand that as a leader or coordinator for a University of Georgia education abroad program/activity, I am expected to:

1. Attend all necessary pre-departure training specified by OGE, including Risk Management Training.
2. Administer all the education abroad program(s) via the UGA StudyAway Portal: keep program information up-to-date, monitor student applications, regularly update student status in the program, etc.
3. Accept only student-applicants in good academic and disciplinary standing at UGA or their home institutions at the time of their application to the program, who have completed their pre-decision phase in the UGA StudyAway Portal.
4. Conduct a required program specific pre-departure orientation in addition to the online Pre-departure Orientation in the StudyAway Portal, as well as an on-site orientations that cover health and safety information (including known health and safety risks of local environment; information on any required or recommended vaccinations; information from U.S. Dept. of State Consular Information Sheets; emergency protocols; medical services and insurance abroad; code of conduct for students on my program and consequences of noncompliance; legal, environmental, political, cultural and religious issues in host country; and the responsibilities of participants on my program). Additionally, all students must receive a copy of the orientation materials provided outside of the StudyAway Portal. Provide alternate orientation sessions (can be via Skype or phone), along with information in writing, to students unable to come to the pre-departure orientation.
5. Inform students that it is their responsibility to prepare for any health conditions abroad and inform you of any disabilities for which accommodations are requested, using the Health & Medical Information Form in the StudyAway Portal. In compliance with the Americans with Disabilities Act, provide reasonable accommodations to any student who discloses a disability. Advise the students that it is in their best interest to inform UGA of any conditions that might affect them overseas, by using the Disability Accommodations Form in GAP.
6. Communicate to program participants information on trip cancellation and the UGA Global Education Program Fee Refund Policy in the event of trip cancellation or student withdrawal from program/activity. This information is part of the StudyAway Portal materials.

7. Conduct appropriate inquiries into potential health and safety risks of the local environment of the program, including program-sponsored accommodations, events and excursions; and on an ongoing basis, provide information and assistance to participants and their parents/guardians/families as needed.
8. Supply OGE with final program destination details and daily itinerary through the StudyAway Portal at least 30 days prior to the program's departure. OGE will provide all participants with a Daily Program Itinerary prior to the program's departure.
9. Prepare a paper copy of the Emergency Response Kit for each term of the program (outlined in Risk Management Training), maintain the Emergency Response Kit with the leader on the program at all times.
10. Communicate program leader contact information while abroad to OGE & program participants and be accessible 24/7 for emergency purposes.
11. Abide by the [UGA Emergency Response Protocol for International Education Programs](#) in the event of an emergency, including contacting UGA immediately in the event.
12. Inform UGA by [submitting an online Incident Report](#) of any incidents involving student, including disciplinary actions, within 24 hours of an incident. Examples of incidents may include: participant illness, hospitalization or other serious incident; arrest of a participant/faculty/staff; any crime perpetrated against a participant/faculty/staff or on university property overseas; participant/faculty/staff illness (physical or mental) or injury to a participant/faculty/staff; death of a participant/faculty/staff; or any other travel emergency, unrest, natural disaster incident. I understand that reporting incidents to UGA Global Education is in some cases federally required by the Clery Act and Title IV.
13. Abide by the [UGA Non-Discrimination and Anti-Harassment Policy](#) and require that all other faculty, staff, student assistants, volunteers, and others working with the program do so as well. I understand that for purposes of this policy, every faculty member, staff member, student assistant, and volunteer is in a supervisory role over every student on the program, even if that particular student is not enrolled in that particular faculty member's course.
14. Alcohol-related misconduct, sexual misconduct and illicit drug use will result in immediate dismissal from the program, return home at the offender's expense, and proration of pay for the term.
15. I understand, and will make sure that all other faculty, staff, student assistants, volunteers and others working with the program are familiar and follow the UGA Expectations, that any pattern of disruptive behavior may subject the individual to immediate dismissal from the program, return home at the offender's expense and proration of pay for the term.

I understand and agree to abide by these expectations.