



Office of Global Engagement

UNIVERSITY OF GEORGIA

POLICY: Accompanying Individuals on Study Away Programming
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Applicable Definitions:

Program Staff: Program Staff are Individuals providing direct benefit to Study Away programming (domestic field study and study abroad). Program staff may be 1) employees of UGA (i.e. paid via UGA payroll); 2) UGA-contracted staff (non-employees paid via honoraria) or 3) Program Volunteers (individuals who completed volunteer agreements and risk management training). Program Staff may be classified as:

- Program Directors
- Teaching Faculty
- Graduate Assistants
- Program Assistants
- Guest Speakers/Lecturers (traveling with the program/not traveling with the program)
- Logistics Providers (tour guides, bus drives, translators)

Program funding may be utilized to pay expenses on behalf of these approved individuals. All travelers meeting the description above shall be disclosed during the program planning process and approved by the Department Chair of the unit administering the activity, utilizing an appropriate material in the Program Planning Portal. The expenses incurred on behalf of these individuals shall be estimated and reported on the program budget submission, which requires approval of the College/School/Unit and of the Office of Global Engagement (OGE) as part of the greater program review and approval.

Special Guests: On occasion, study away programs will have **special guests** wishing to attend all or a portion of the program. Special guests are defined as Departmental/Leadership or Academic guests. All special guests of study away programs are required to complete a Risk Management Workshop offered by OGE in fall or spring terms and have insurance coverage approved by OGE. Participation of all special guests will require support from the study away Program Director. All special guest requests must be received by OGE by the applicable program planning deadline. The Office of Global Education will review applications on a case-by-case basis. Requests made after the deadline may be considered, but may be denied if logistical and payment deadlines have passed.

Special Departmental and Leadership Guests: Guests in this category are defined as UGA employees visiting the program but not associated with the delivery of teaching or logistics of the program –

examples might include departmental guests such as Deans, Associate Deans, future directors of the program, etc. Approval to travel with the program for these guests may be granted via an online application process managed by OGE (see [Special Departmental and Leadership Guest Application](#)) which requires a rationale for inclusion of special guests on a study away program. However, program funding **shall not** be used to pay for travel expenses for these guests. An alternate funding source, i.e., departmental or foundation funds, must be used.

Special Academic Guests: in some instances, study away programs may invite a Special Academic Guest(s), who may or may not be a UGA employee, to join the program to advance academic and co-curricular learning of the program participants. Special Academic Guest requests to OGE must include a clear rationale for their participation. Special Academic Guests financials and expenses will follow the Accompanying Individual Policy and procedures described below.

Accompanying individuals: Individuals who are not included in the categories listed above, and are not associated with the teaching or logistical delivery of the program. Accompanying individuals wishing to travel with all or a portion of the Study Away program must adhere to the Accompanying Individuals Policy. The Accompanying Individuals Application Instructions are available [here](#).

Accompanying Individuals Policy

Individuals not providing direct benefits to Study Away programs may travel, with approval from OGE, on the program. Accompanying Individuals fall into two categories: 1) Individuals not associated with the teaching, logistical delivery of the program, or 2) Special Academic Guests as defined above. These individuals are referred to as **Accompanying Individuals** and must adhere to the Accompanying Individuals Policy. The presence of these individuals on the program must be disclosed in advance during program planning and be approved by OGE to travel with the program. Financial management of the Accompanying Individual's expenses and risk management will be taken into consideration based on the logistics of the program

While UGA does not restrict Accompanying Individuals traveling with a study away program, the practice should not, in any way, interfere with the execution of the program nor should the addition of the accompanying individuals become burdensome or require increased duties by any other member of the UGA community. UGA reserves the right to impose limits and/or conditions on the roles, activities and presence of accompanying individuals, including minor children, on study away programs. Such limits or conditions derive from concerns related to health, safety, security, or administrative burden as determined by UGA. In some cases, accompanying individuals may not be permitted to join the Study Away group for some or all activities.

1. **Definition of Accompanying Individual:** An accompanying individual is limited to the spouse, partner, legal dependent, or minor child of program staff. Grandchildren, nieces, nephews or other relatives and family friends who are not legal dependents are not allowed to accompany a program unless they are enrolled as UGA students participating fully in the program. An accompanying individual may also be an adult supervising a legal dependent or minor (relative

or non-relative adult). Students participating in a study away program may not sponsor an accompanying individual.

2. **Supervision of Minor Children:** Accompanying individuals who are legal dependents or children under the age of 18, must be accompanied by another supervising adult. Hiring or relying on program participants or program staff for childcare during the program is not acceptable nor allowed. An additional relative or nonrelated adult is permissible so long as their role is to serve as a primary childcare professional while approved program staff are performing program duties. Such persons must follow all other conditions and requirements of the Policy on Accompanying Individuals. Any additional costs incurred because of alternate arrangements made for accompanying individuals is the responsibility of the program staff who is sponsoring the accompanying individual. However, the Program Director holds sole responsibility for approving logistical arrangements made on behalf of the accompanying individual. Program Directors and instructional staff administering or teaching on the program may be called upon at any moment 24/7 if an emergency or other situation arises. Therefore, it is UGA study away program staff's responsibility to ensure that they have arranged for proper child care and supervision at all times for their accompanying minor or legal dependents.
3. **Accompanying Individual Application Deadline:** Accompanying individual(s) requests must be made utilizing an online Application for Accompanying Individual within the StudyAway Portal (see [Under 18 application link](#) and [The 18 and older application link](#)) according to the program planning deadlines for study away programs published at studyaway.uga.edu. The Office of Global Education will review applications on a case-by-case basis. OGE may request additional information from the Sponsor or the Applicant that it deems necessary. Requests made after the deadline may be considered, but may be denied if logistical and payment deadlines have passed. The Accompanying Individuals Application Instructions are available [here](#).
4. **Program Director Responsibilities:** The Program Director needs to think carefully before approving accompanying individuals on their program as the Program Director of study away programming assumes far greater responsibility than just overseeing the academic content of the program. Program Directors must be available on a 24/7 basis to program participants while the program is in session. Study away programs administered by UGA are designed by academic units as complete programs focusing on both the curricular and developmental needs of participants. UGA expects Program Directors to serve as the program participants' primary contact and to be the first responder to a participant emergency. In the event that the program needs to depart the region for political, natural disaster or other reasons, the Program Director's responsibility is to travel with the program participants. Additionally, Program Directors hold sole responsibility for approval of logistical arrangements.
5. **Roles and Expectations of Accompanying Individuals:** Accompanying individuals are not considered in any way to be Program Directors, program staff or official representatives of UGA. Therefore, they shall take no role in leading the group or making decisions regarding the program or program participants. For personal and institutional liability considerations, accompanying individuals are required to have limited contact with students taking part in a

study away program. Under no circumstances are accompanying individuals to instruct, manage, or supervise students; administer or otherwise handle finances; or assist or participate in any other administrative aspect of study away programs. In no event shall accompanying individuals share accommodations with students on the program.

- 6. Liability and Risk Management for Accompanying Individuals:** Accompanying individuals who will be traveling with the program while the study away program is in session, must sign the *Acknowledgement of Risk and Release* form located in the StudyAway Portal at least 30 days prior to the Program start-date. Program Directors and instructional staff administering or teaching on the program may be called upon at any moment 24/7 if an emergency or other situation arises. Therefore, it is UGA study away program staff responsibility to ensure that they have arranged for proper child care and supervision at all times for their accompanying minor dependents.

Study Abroad Programs Insurance: For health and safety reasons, all travelers inclusive of accompanying individuals are required to enroll into a USG/UGA International Health and Travel Insurance program provided by CISI for the duration of their stay on a study abroad program. The Program Director and staff will be responsible for ensuring the enrollment of the accompanying individual and cost of insurance for accompanying individuals will be the responsibility of the sponsoring UGA program staff administering or teaching on the study abroad program. Insurance enrollment instructions for accompanying individuals will be provided online by OGE within the Application for Accompanying Individual in the StudyAway Portal. Accompanying individuals are required to upload the proof of CISI insurance coverage into the StudyAway Portal. Failure to provide proof of the CISI insurance prior to departure will result in a revocation in the accompanying individual's permission to travel with the program.

Domestic Programs Insurance: All accompanying individuals on domestic study away programs are also required to have sufficient insurance coverage during their time on the program. Accompanying individuals are required to upload the proof of insurance coverage into the StudyAway Portal.

It is the responsibility of Program Directors, sponsoring UGA program staff and accompanying individuals to ensure they have made arrangements for proper documentation and health concerns for travel overseas. In preparation for travel, accompanying individuals are encouraged to read all pre-departure materials and participate in orientation sessions. UGA is not responsible for the injury, illness, loss or death of accompanying individuals.

Accompanying individuals are not protected by the university liability insurance. However, although accompanying individuals are not program staff or participants, they are expected to abide by all program policies and any additional restrictions that are imposed for safety reasons.

- 7. Logistical Arrangements for Accompanying Individuals:** Accompanying individuals may participate in program excursions and field trips, provided that such participation does not inflate the cost of the excursion. Program excursions are planned to accommodate all students

plus the participating Program Director(s) and program staff. Accompanying individuals' participation in these activities should be planned and approved in advance of program departure.

8. **Expenses for Accompanying Individuals:** Program funds **shall not be used** to pay for any expenses for Accompanying Individuals. Program funds may only be used to pay expected program-related expenses as outlined on the approved program budget for expenses incurred on behalf of (a) individuals providing direct benefit to the study away program and (b) student attendees. None of the accompanying individual's expenses (airfare, in-country transportation, meals, museum/event entrance fees, etc.) shall be paid by the Program or by any other UGA funding source. In addition, Program Directors and/or the sponsoring program staff member are personally responsible for: (a) organizing travel arrangements for accompanying individuals; and (b) additional costs incurred for special accommodations, such as a bigger room or apartment.

Program Directors should contact the Study Away Business Office (ugasabo@uga.edu) in the event of special circumstances where group expenses need to include expenses incurred by the Accompanying Individual(s). The Study Away Business Office will assist in addressing these issues on a case-by-case basis.

Program Directors, Faculty/Staff Sponsors, or accompanying participants who understand and are willing to meet these conditions must submit an online Application for Accompanying Individual and sign an Acknowledgement of Risk and Release document by the program planning deadlines for the relevant program. These documents must be submitted at studyaway.uga.edu. The ability of an individual to accompany the program is not final until these documents have been submitted and, subsequently, reviewed and approved by the Office of Global Engagement.

The Accompanying Individuals Application Instructions are available [here](#). For questions regarding the Accompanying Individuals on Study Away Programming Policy please contact the UGA Office of Global Engagement at studyaway@uga.edu or 706-542-2900.