



Policy on the Requirement for Faculty and Staff to Submit Education Abroad Activity that is Recommended to Students for Review by the Office of Global Engagement

The University of Georgia is subject to specific responsibilities for the safety and wellbeing of students who participate in UGA education abroad programs, including certain responsibilities under Title IX of the United States Education Amendments of 1972. While students can and do travel independently, it is important to keep in mind that efforts to assist students in planning international travel can give rise to institutional responsibilities even if such travel takes place outside of a UGA faculty-led study abroad, exchange or residential center program.

Responsibility to Seek Approval for Education Abroad Activities

Before recommending any education abroad activity to students, UGA faculty or staff must submit a description of the activity to the UGA Office of Global Engagement for [review](#). Depending on the type of education abroad activity, additional approval and partnership documentation steps may be required by OGE as part of the review process. For a complete explanation of the submission process, including definitions of the types of education abroad activity and step-by-step instructions for faculty and staff, please visit the [Global Education website](#) or contact studyaway@uga.edu.

Education abroad activities requiring review include, but are not limited to, faculty-led study abroad, exchange and residential center programs as well as any instance where a UGA employee facilitates international student travel or recommends a particular international activity to a UGA student.

A non-exhaustive list of faculty and staff interactions that may give rise to institutional responsibility for student safety and which require review of the particular education abroad activity include instances when a faculty or staff member does any of the following:

- Makes logistical or academic arrangements on behalf of the student with respect to a particular education abroad activity;
- Facilitates financial support for a particular education abroad activity;
- Reviews or approves the education abroad activity in advance as satisfying UGA credit hour or credential requirements;
- Approves the education abroad activity as part of an organized student experience associated with the University;
- Maintains a list of “approved” or “recommended” education abroad activities; or
- Recommends a particular education abroad activity to a student, or otherwise makes statements that would lead a reasonable student or parent to believe that a particular education abroad activity is sponsored, supported or recommended by the University of Georgia.

The following faculty and staff efforts would not normally require OGE review because the University of Georgia is not recommending, providing advice for, or funding a specific identifiable education abroad activity, thereby leaving it up to the students’ discretion whether to participate in education abroad activities, and which activity to choose:

- Advising a student to participate in education abroad activities generally, provided the choice of destination is left to the discretion of the student and students are advised of their responsibilities, as described below;
- Establishing academic or enrichment programs that permit or require international travel, including international internship or fieldwork programs, provided the choice of destination is left to the discretion of the student and the student is properly advised, as described below;
- Identifying general funding sources to facilitate international student travel, as long as funds are not directed to a specific identifiable education abroad activity;
- Discussing general transfer credit policy or procedures for international study;
- Hosting events where students discuss prior international experiences generally; or
- Discussion of safety and security matters related to international travel and education abroad.

This policy recognizes that the University’s involvement in various types of education abroad activities exists on a spectrum, and this document does not address every possible manner of University involvement in education abroad. In the event faculty or staff have questions about whether a student education

abroad activity requires documentation or approval, please contact OGE (studyaway@uga.edu or 706-542-2900) for guidance.

Responsibility to Advise Students

In addition to [submitting education abroad activities for review](#) by the Office of Global Engagement, and regardless of whether approval by OGE is required in a particular instance, faculty and staff must advise students traveling internationally for education abroad, inclusive of internship or research fieldwork activities, to register their travel with the UGA Office of Global Engagement, obtain suitable insurance and attend a safety orientation prior to departure. Additional details regarding these obligations can be found at the [Global Engagement website](#).