



Policy Chapter: Chapter 6 Faculty Affairs

Policy Number and Title: 06.033 Study Abroad

I. Policy Statement

The University of North Texas (UNT) will endeavor to provide out-of-country study opportunities for students in their academic degree programs. Faculty, staff, and students who participate in study abroad programs are responsible for complying with and are subject to all applicable laws and university policies.

II. Application of Policy

Total University.

III. Policy Definitions

A. Study Abroad

“Study Abroad Program,” in this policy, means off-campus, academic credit instruction, or zero credit offering course which is delivered outside the United States.

B. Unit

“Unit,” in this policy, means an academic department/division under the administration of a UNT official with responsibilities for personnel actions.

IV. Policy Responsibilities

A. Responsibilities

1. Study Abroad Office

All study abroad programs must be administered by the Study Abroad Office (SAO). The director of the SAO has the authority to establish guidelines and procedures to ensure that all study abroad programs follow best practices and conform to university policies, rules adopted by the Texas Higher Education Coordinating Board, and applicable federal and state laws.

2. Faculty and Staff

Faculty and staff are required to follow all guidelines and procedures established by the SAO when leading study abroad programs. Academic units must review proposed study abroad programs to ensure that all courses meet the same academic standards as those held on campus. All study abroad faculty leaders; co-leaders; and support staff are required to attend the training presented by the SAO that covers topics including, but not limited to: pre-departure preparation, university resources, financial processes, and emergency response while abroad.

B. Disability Accommodation

The SAO and the Office of Disability Access (ODA) will make reasonable efforts to inform students of the types of accommodations typically available abroad. Students with disabilities are responsible for registering with the ODA and complying with university policies and procedures regarding requesting accommodations. Students should request accommodations as soon as they are a confirmed participant in a study abroad program to allow time to determine if reasonable accommodations may be provided in accordance with university policy and state and federal laws.

C. Health and Safety

1. Safety And Security

The safety and security of university students, faculty, and staff are of primary consideration to the University of North Texas. The SAO is responsible for collecting and sharing general information on safety and security issues related to study abroad program locations and the coordination of safe logistics for study abroad programs. Faculty, staff, and students participating in study abroad programs are responsible for taking appropriate personal safety and security measures while en route and during the course of the program including: researching safety and security concerns in the host country, attending all study abroad orientation sessions, taking appropriate personal safety precautions en route and while in the host country, and purchasing supplemental insurance coverage. The University is responsible for ensuring that the locations for study abroad are not deemed to be off-limits by the U.S. Department of State or the State of Texas.

2. Travel and Laws

All university policies apply to UNT faculty, staff, and students participating in a study abroad program in the same manner as if the course or activity was conducted on campus, including the [Code of Student Conduct](#). Violations of the [Code of Student Conduct](#) will be referred to the Division of Student Affairs for appropriate university action. University policies apply to all faculty, staff, and students while en route to and while in the host country. In addition to complying with UNT policies, all faculty, staff, and students participating in a study abroad program are responsible for following the laws of the host country. Faculty, staff, and students are personally responsible for any fines, penalties, sanctions, or costs that may be imposed by the host country as a result of alleged violation(s).

3. International Health and Accident Insurance

All participants in a UNT study abroad program must be enrolled in UNT's international health and accident insurance or a comparable, mandatory insurance coverage included in their program that has been reviewed and approved by UNT Risk Management as a substitute for the UNT coverage. The policy includes coverage for the treatment of illness, emergency evacuation, and repatriation of remains. Participants are responsible for purchasing additional travel coverage based on their needs.

V. Resources/Forms/Tools

[Online Certification Form for Study-Abroad and Study-in-America Courses](#)

VI. References and Cross-References

[Texas Executive Order No. GA-48](#)

[UNT Policy 07.001, Student Travel](#)

[UNT Policy 07.012, Code of Student Conduct](#)

[UNT Policy 16.001, Disability Accommodation for Students and Academic Units](#)

VII. Revision History

Policy Contact:	Asst. Vice Provost, Faculty Success
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