

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 10.29, International Programs for Students

PURPOSE: The purpose of this HSC Operating Policy/Procedure (HSC OP) is to provide guidelines for TTUHSC student participation in courses and programs abroad.

REVIEW: This HSC OP will be reviewed in February of every odd-numbered year (ONY) by the Senior Director of the Office of Global Health and the International Affairs Council, with recommendations for revisions forwarded to the Executive Vice President of Academic Affairs and the President.

POLICY/PROCEDURE:

General Consideration

In full consideration of the added complexity associated with conducting academic courses or programs in

e. Orientation

- (1) Safety and security orientations dealing with both routine and emergency procedures for students abroad
- (2) Program-specific orientations dealing with site-specific information including, but not limited to, information on expectations of faculty; organization of classes, programs, and course work; cultural adjustment; practical information on day-to-day living (e.g., how to obtain currency, call home, and health and safety issues that are site-specific)
- (3) General orientations providing general information on travel abroad, health issues abroad, and general cultural adjustment strategies

f. Visa Information

Providing information to students regarding where they can obtain the most up-to-date information for a country-specific visa; providing assistance when visa requirements include students taking the visa application with them when they travel abroad and/or picking up the passport with the visa in person

g. Recruiting

Encouraging students to apply for positions at (A) (5) Sub (e) (3) (4) (i) (C) (6) (A) (7) (E) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20) (21) (22) (23) (24) (25) (26) (27) (28) (29) (30) (31) (32) (33) (34) (35) (36) (37) (38) (39) (40) (41) (42) (43) (44) (45) (46) (47) (48) (49) (50) (51) (52) (53) (54) (55) (56) (57) (58) (59) (60) (61) (62) (63) (64) (65) (66) (67) (68) (69) (70) (71) (72) (73) (74) (75) (76) (77) (78) (79) (80) (81) (82) (83) (84) (85) (86) (87) (88) (89) (90) (91) (92) (93) (94) (95) (96) (97) (98) (99) (100)

Emergency response procedures are found in section 6 of this HSC OP and in Attachment B. When students are abroad, the Office of Global Health can be contacted for urgent matters at (806) 743-2901.

2. Types of Programs

a. Institutional Programs

Institutional programs are those required courses and/or electives that are part of a school's curriculum, and that are offered at an approved site. The course may be conducted by faculty of the institution abroad, previously identified and approved by TTUHSC for the purposes of leading the course and/or students.

b. Faculty-led Programs

Faculty-led programs are those established by faculty in their area(s) of expertise to teach TTUHSC students in an environment outside the United States. Faculty design the program in consultation with their school, recruit and select students for the program, accompany the students abroad, administer the program abroad, and are responsible for the educational content of the program.

c. Unofficial Travel Activities Involving TTUHSC Faculty

TTUHSC faculty who travel abroad with students or arrange for students to travel abroad for personal activities including, but not limited to, conferences, study, enrichment, service, or any other non-institutional purpose, shall contact OGH to obtain a "disclaimer and release" form to be signed by the faculty and students. Other than this Section 2.c., this OP is not applicable to

Sustainability of international

- (c) Providing OGH with a plan of evacuation should the site become unsafe for TTUHSC students. A decision to remove students from a site is made in conjunction with OGH and others, as provided under "Emergency Procedures."
- (3) For faculty-led international programs, the faculty should direct students to OGH to complete an application and a pre-departure orientation, which will include:
 - (a) Completion of required emergency and liability forms;
 - (b) Standardized information on international health / MEDEVAC insurance, personal safety, security awareness, emergency preparedness, export controls, and practical issues related to travel, packing, and obtaining currency;
 - (c) Site specific information concerning required and recommended immunizations, suggested modes of in-country transportation, and cultural acclimation;
- c. International Travel by Students
 - (1) All students traveling abroad must abide by the guidelines set forth in [TTUHSC OP 77.08](#), Student Travel Policy OP.
 - (2) It is the responsibility of students to meet with a program coordinator or advisor before the start of the international program to gain pre-approval for participation in the program abroad and to verify eligibility.
 - (3) Restricted Regions
 - (a) Travel to a restricted region is prohibited without prior written exemption. Exemptions may be considered and granted on an individual basis when there is compelling justification and no suitable alternative exists.
 - (b) Restricted regions include, but are not limited to:
 - Countries with a current U.S. Department of State Travel Warning, and
 - Countries with locations that have an International SOS travel risk rating of High or Extreme, whether or not there is a U.S. Department of State Travel Warning.
 - (c)

6. Exit Survey

Upon return from participation in an international program, students must complete an Exit Survey.

7. Emergency Procedures

- a. The Texas Tech University Health Sciences Center Planned Response to Emergencies Abroad (Attachment B) will be used to guide response by the home institution to emergencies facing international programs.
- b. Policy on Canceling Programs in Progress
 - (1) OGH monitors State Department advisories and other safety information. When a State Department warning is issued advising U.S. citizens not to travel to a specific location, the SDOGH and

d. Members of ART

Senior Director of the Office of Global Health

Executive Vice President for Academic Affairs

Dean(s) of the School(s)

Faculty member(s) onsite or program administrator, when possible