University Committee on International Affairs (UCIA)
November 18, 2024
526 Prices Fork Road/Zoom
Minutes

Attendance: Tom Archibald (Presiding), Jessica Folkart, Farida Jalalzai, Theresa Johansson, Nicole Sanderlin, Jeffrey Van Doren
Zoom Attendance: Reza Barkhi (for Michelle Seref), Johanna Cricenti (for Tom Thompson), Christi Lineberry, Jamie McGrath, Lauren Oliver, Elsie Paredes, Michel Pleimling, Courtney Powell, Cassidy Rist, Sara Steinert Borella, Lauren Surface, John Talerico, Jen Tkacz
Alternate Representatives and Guests: Amanda Broome, Robert Emmett, Rachel Fitzgerald, Kathy Hager, Rich Mathieson, Allie Oberoi, Susan Short

Tom Archibald welcomed the group and called the meeting to order at 10:09 a.m. Visual attendance was taken; quorum was established.

1. **Agenda Approval:** Tom A. asked for a motion to approve the agenda; motion was made and seconded; there were no edits and no opposition to the agenda as presented; the agenda was approved.

2. **Announcement of Approval of Minutes, October 24, 2024:** The minutes from the October 24, 2024 meeting had been previously distributed electronically, and were approved electronically **(ATTACHMENT A)**.

3. **Nominations for Vice Chair for UCIA:** Tom A. indicated there were no nominations for the Vice Chair position, but he would be contacting members to fill the position. The description of the Vice Chair and Chair positions is attached **(ATTACHMENT B)**.

4. **Cranwell International Center Team Update:** Lauren Oliver gave a presentation on the Cranwell International Center **(ATTACHMENT C)**. The presentation described elevating the international student experience; making sure students are secure in their status; proving an environment where students develop a sense of belonging to include general advising and navigating health insurance; providing intercultural learning through integration and making students feel comfortable to reach out; and celebrating students through various outreach activities. Some of the themes from last year to expand the team focus included organizing and increasing efficiencies; building the team through new hires; and evaluating systems and policies with external reviews. Focuses for the team included enhancing faster processing times and assessing internal student programs. The future includes creating a strategic plan for the next five (5) years and stabilizing infrastructure. The webpage shared included the Cranwell International Center Team: https://international.vt.edu/about/cranwellteam.html. Many members commented on the great work that has been done in Cranwell; discussions included concerns for housing for students and what colleges can do to assist the Cranwell Center. Lauren O. indicated there was a gap between the offer for students and getting to campus, especially for Graduate Students. She would like to see better mapping for a student to be successful; checklists for students; peer mentorship and career resources. The possibility of having individuals on hand during transfer and first-generation week to be able to speak to students. Amanda Broome offered the possibility of having the Global Mentors Program to present.

5. **Updates to Policy 1070: Global Travel Policy:** Allie Oberoi, Associate Director; Global Safety and Risk Management, Global Education Office gave a presentation on updates to Policy 1070: Global Travel Policy (https://www.globaleducation.vt.edu/globalsafety/HighRiskTravelCOVID-19.html) **(ATTACHMENT D)**. Efforts to track travelers going abroad and to keep travelers safe while traveling abroad has brought policies in place. A lot of additional standards came about after COVID. The intent was to make sure policy supports travel, and while concepts haven't changed, some aspects of the policy have. All business travel must be registered and travelers must enroll in travel insurance; which has not changed. There are some areas of the world which are indicated as high-risk and not safe for travel; some travel exceptions

Approved December 4, 2024

can be made going through the proper appeal process. Some new changes to the policy include a requirement for incident reporting; as well as further clarification of "high risk". Lists have been made to include clarity and programs are further defined. There is a new committee for non-credit students going abroad. The Faculty Handbook is important for travelers going abroad and should serve as a reference to travelers. Travelers should process pre-approvals in Chrome River at least two (2) weeks prior to travel; this process alerts Allie, the traveler's supervisor as well as Export Control among other approval offices. Incident   Reporting   Requirement: https://cm.maxient.com/reportingform.php?VirginiaTech&layout_id=48 and for High Risk Travel: https://www.globaleducation.vt.edu/globalsafety/HighRiskTravel.html links will provide travelers further information. Comments included thanking Allie for her presentation and for bringing this information to the meeting.

6. **Updates:** Due to time, there were limitations, we will get caught up on updates at the next meeting.
    a. **International Education Week:** Rachel Fitzgerald thanked everyone for their support of International Education week last week; there was a lot to be celebrated with over 15 events and over 1500 participants.

7. **Member Announcements/Comments:** There were no member comments or announcements.

8. **Announcement of Next Meeting:** Tom A. thanked the members and announced there is no meeting in December and that the next meeting will be January 27, 2025 (10:00 a.m. Blacksburg/4:00 p.m. Switzerland) and encouraged members to attend in person. **PLEASE NOTE:** This meeting will be both an in-person and Zoom (hybrid) meeting; for those that are local, please join us at 526 Prices Fork Road, Large Conference Room.

9. **Adjournment:** There being no further business and no objections, a motion to adjourn was made and seconded; all were in favor the meeting adjourned at 10:59 a.m. (Blacksburg)/4:59 p.m. (Switzerland).

 PROPOSED MEETING DATES FOR 2024-2025
- NO DECEMBER MEETING
- January 27, 2025
- February 24, 2025
- March 24, 2025 (3:00-4:00 p.m. Swiss*****)
- April 28, 2025
- NO MAY MEETING

Respectfully submitted.,

Kimberly Rhodes, Recording Secretary

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University Committee on International Affairs (UCIA)
October 24, 2024
526 Prices Fork Road/Zoom
Minutes

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Attendance: Tom Archibald (Presiding), Jessica Folkart, Farida Jalalzai, Elsie Paredes, Nicole Sanderlin, Jeffrey Van Doren
Zoom Attendance: Brian Bond, Robert Emmett, Charles Lowery, Jamie McGrath, Kim McKinnie, Mallory Miller, Jennifer Nardine, Lauren Oliver, Courtney Powell, Cassidy Rist, Lauren Surface, John Talerico, Jen Tkacz
Guests: Amanda Broome, Kathy Hager, Khaled Hassouna, Rich Mathieson, Susan Short

Tom Archibald welcomed the group and called the meeting to order at 10:03 a.m. Visual attendance was taken; quorum was established. Tom A. asked for self-introductions.

1. **Agenda Approval:** Tom A. asked for a motion to approve the agenda; motion was made and seconded; there were no edits and no opposition to the agenda as presented; the agenda was approved.

2. **Announcement of Approval of Minutes, September 23, 2024:** The minutes from the September 23, 2024 meeting had been previously distributed electronically, and were approved electronically **(ATTACHMENT A)**.

3. **Nominations for Vice Chair for UCIA:** Tom A. asked if there were volunteers for the Vice Chair position, there were no volunteers. He described the position descriptions for both the Vice Chair and Chair have been sent out **(ATTACHMENT B)**. The Vice Chair no longer has the responsibility of the Alumni Awards. Members are invited to contact Tom A.; if there are no volunteers, someone will be appointed.

4. **Updates:**
   a. **International Education Week:** Amanda Broome gave an update on the International Education Week (IEW) sub-committee; the list of events for November 11-16 is contained on the website: https://www.outreach.vt.edu/iew.html. Check back frequently for the latest information. Highlights include the *Forum on Education Abroad Workshop: Standards of Good Practices and SDGs* on November 12; Fulbright Workshop for Faculty and for Students on November 13; Keynote Speaker, Mary Maker, refugee education activist on November 14; and Film Screening of *The Old Oak* at the Lyric on November 16.
   b. **Internationalization at Home Working Group Update:** Rich Mathieson indicated the group met last week and discussed the incorporation of comments from UCIA and COIA into the badge program and to include Foreign Languages into the curriculum and experiential learning; Captain McGrath also indicated setting up a prototype in the spring with select students.
   c. **Global Website Update:** Amanda also updated the group indicating there were not a lot of big changes from last time, but the committee is moving along with updates. She encouraged the group to give updates to her. The website is: https://global.vt.edu.

5. **Member Announcements/Comments:** Jeff Van Doren brought up the new Memorandum of Understanding (MOU) database that the committee is working on. Kimberly Rhodes offered that there was more testing, templates, instructions and training materials that need to be developed before users can submit through the approval system. There will be a small pilot group that will be identified to work through some testing and work out some challenges as well as address any questions. There is a new MOU template **(ATTACHMENT C)** that is required to be used for all MOU requests as of July 1, 2024 and should accompany all new agreements going forward. The Virginia Tech community should continue to submit MOUs and supplemental documents through the current system. Rob Emmett indicated that it would be helpful if there was an announcement on the MOU database notifying users of the new platform; Kimberly R. thanked Rob for the suggestion and indicated there would be verbiage once all the pieces are in place. Nicole Sanderlin asked if the database would be open to all in the Virginia Tech community; Kimberly R. indicated yes. There was concern regarding faculty members submitting

documents into the system without having a discussion with the Dean; Kimberly R. indicated that the first stop is approval by the Dean's office. Therefore, if someone does submit something and the Dean does not approve, the document will be stopped early on in the process *(additionally, this is an item addressed in the instructions attached)*. A comment was also made regarding the ability to search previous documents; that ability will still be in place.

Amanda reminded the group to subscribe to the Global Newsletter. Lauren Oliver asked if there were language resources available; where Rosetta Stone and LCI's free classes are no longer available. Jennifer Nardine indicated that the Rosetta Stone negotiations are in limbo due to the Diversity, Equity and Inclusion functionality that Rosetta Stone is not interested in changing. This change would have to have someone available 24/7 in order to accommodate needs. The University Library has CDs for English as a Second Language called Pimsleur (https://guides.lib.vt.edu/LangRes/rec_res); the public library has access to the subscription to Mango. Elsie Paredes mentioned that LCI does not currently have anything; but it could be a possibility for the future. The suggestion was made for the Volunteers of the New River Valley and the Welcome Center at the "Y". There are some partnerships with the school systems; as well as some classes coordinated by churches and held at the public library. There are some challenges finding teachers as well as providing child care during these classes. Suggestions were also made for the Literacy Volunteers and Extension provides some programs but it is not clear if linguistics is included. Lauren Surface shared the link to some slides that address literacy assistance for spouses/dependents: https://graduateschool.vt.edu/content/dam/graduateschool_vt_edu/gsso/Spouses_Partners_Children.pdf.

Susan Short announced the Engagement Leadership Consortium will be held at the Hotel Roanoke and Conference Center October 6-9, 2025. Additionally, work is being done to complete the Carnegie Classification process; with the goal to have narratives by early January. COIA and UCIA members may be asked to serve as reviewers for this process. Susan asked to be added to the Agenda for either December or January to present on the re-classification. The video welcoming attendees was presented: https://engagementscholarship.org/meetings/esc-2025.

6. **Announcement of Next Meeting:** Tom A. thanked the members and announced the next meeting, November 18, 2024 (10:00 a.m. Blacksburg/3:00 p.m. Switzerland) and encouraged members to attend in person. **PLEASE NOTE:** This meeting will be both an in-person and Zoom (hybrid) meeting; for those that are local, please join us at 526 Prices Fork Road, Large Conference Room.

7. **Adjournment:** There being no further business and no objections, a motion to adjourn was made; all were in favor the meeting adjourned at 10:47 a.m.

PROPOSED MEETING DATES FOR 2024-2025
- ➢ November 18, 2024 (3rd Monday)
- ➢ NO DECEMBER MEETING
- ➢ January 27, 2025
- ➢ February 24, 2025
- ➢ March 24, 2025 (3:00-4:00 p.m. Swiss*****)
- ➢ April 28, 2025
- ➢ NO MAY MEETING

Respectfully submitted

Kimberly Rhodes, Recording Secretary

UCIA CHAIR AND VICE CHAIR POSITION DESCRIPTIONS

Chair: *Responsibilities may include, but are not limited to: representing UCIA as well as attend and give monthly reports to the Commission on Outreach and International Affairs (COIA) (September-May); attending the Engagement Leadership Council (ELC) meetings; coordinating and developing the monthly UCIA AGENDA with UCIA support staff; chairing UCIA meetings; coordinating with UCIA support staff communications to the committee; communicating and assisting with working groups; reviewing meeting minutes for accuracy; organizing speakers.*

Vice Chair: *This position will represent the Chair when the Chair is unavailable to attend meetings. This may include, but is not limited to attending the Commission on Outreach and International Affairs (COIA) meetings; attending the Engagement Leadership Council (ELC) meetings; or Chairing the UCIA meeting in the Chair's absence. The Vice Chair typically becomes the Chair of UCIA for the following year.*

Cranwell International Center
Departmental Updates

Services & Programs for International Student Success

VIRGINIA TECH
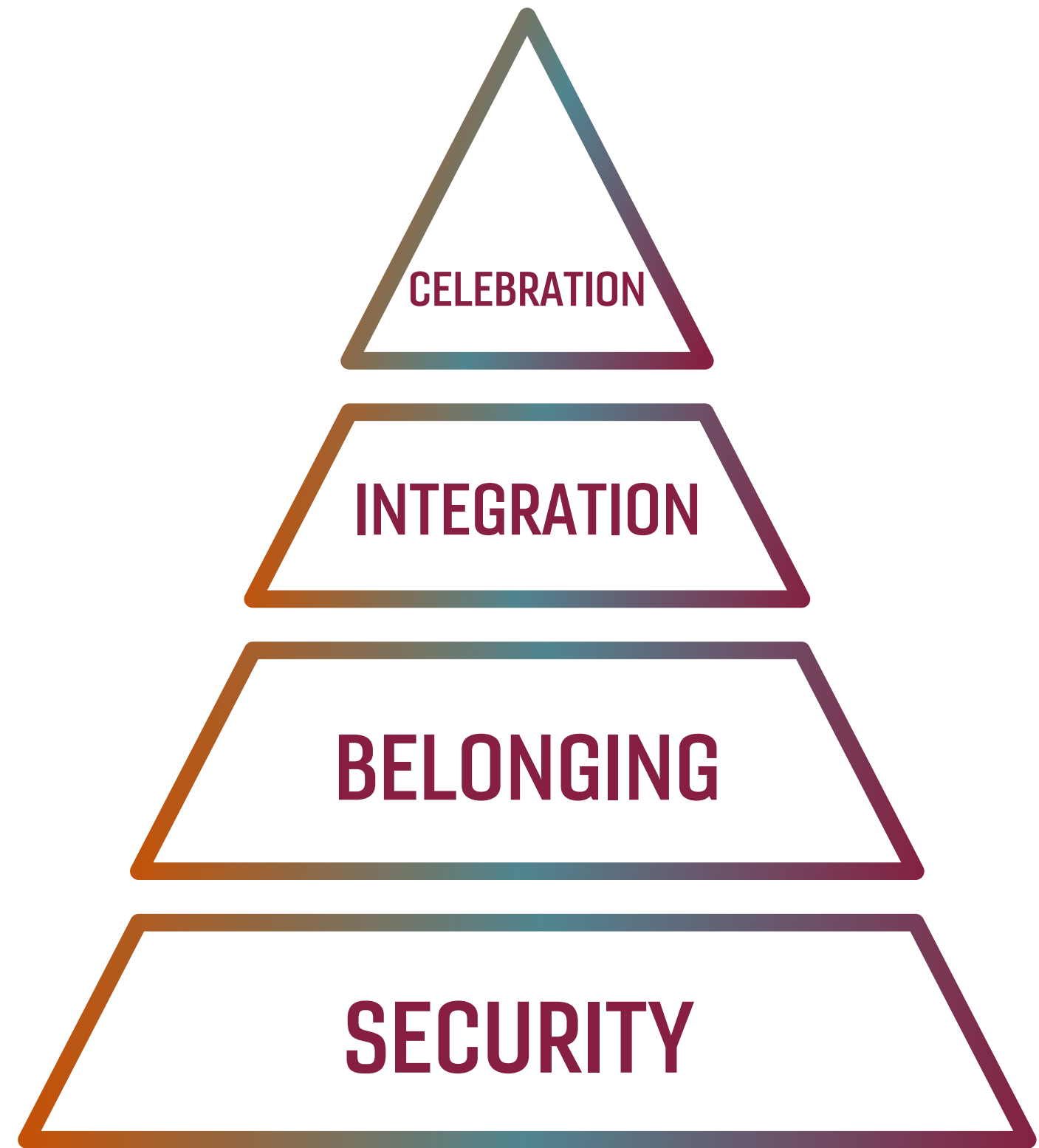
Themes
Academic 2023-2024

ORGANIZE

New ways of organizing were put in place to increase efficiencies.

HIRE

Eight professionals joined the team across last academic year.

EVALUATE

The department this past summer went through an extensive external review.

Supporting International Student Success and Well-Being

Robert S. Emmett, Danielle Davis, Josh Burke

VT STUDENT AFFAIRS
CRANWELL INTERNATIONAL CENTER
VIRGINIA TECH.

2023-2024 global overview

10,946 completed service requests
3,770 international students from
126 countries
1,000+ alumni working on OPT*

*Optional Practical Training and STEM-OPT extension programs

Assessing international student experiences

668 responded to our International Student Experience Survey in Feb. 2024. Results were analyzed to identify themes:

- **Faster immigration services** named as a **gap in support**
- **Work** and **academics** were reported most often as **primary modes of campus engagement**
- **Sports, food, cultural organizations,** and **outdoors** are top extra-curriculars
- **Helpful academic and administrative faculty and staff** and **tailored programs** were associated with **feeling most supported**

2.7 days faster processing times while available services increased

Average processing time for 2023-2024: 10.2 business days

Timeline

SP23 — The Starting Line
Average processing time for 2022-2023: 12.9 business days
In-person services limited to walk-in hours.

SU23 — Bringing in Pinch Hitters
Cranwell brings in Gateway to provide temporary staffing to close staffing gaps and process student requests.
Advising services remain with full-time Cranwell staff.

F23 — Re-envisioning Student Service
New interim Director and Associate Director begin restructuring ISS policies.
Cranwell advisors shift to a team model, assigning cases by complexity rather than by academic major to staff.

SP24 — The New Cranwell
Better processes allow Cranwell advisors to provide new in-person services: drop-in hours, appointment blocks, travel signature events and more.

NOW

Building bridges of belonging in our global community

Cranwell hosted and co-sponsored over **100 events in 2023-2024 with dozens of campus partners and collaborations with student orgs**

+30% increased attendance at **Gratitude Feast** U.S. Thanksgiving program

+21% more attendees at **International Café Hours** with **Dining Services** that hosts an even split of domestic & international students plus faculty/staff & community

+4.9% average increase in intercultural competency among the student leaders we mentor in **Cranwell Ambassadors**, **CISO officers**, and **Mozaiko LLP**

2024-2025 Action Plan

- Ongoing external review
- Follow up on process efficiencies
- Strengthen partnerships
- Program support along the international student path

Pre-Arrival → Orientation
CPT & OPT → Fall Webinars
Employment
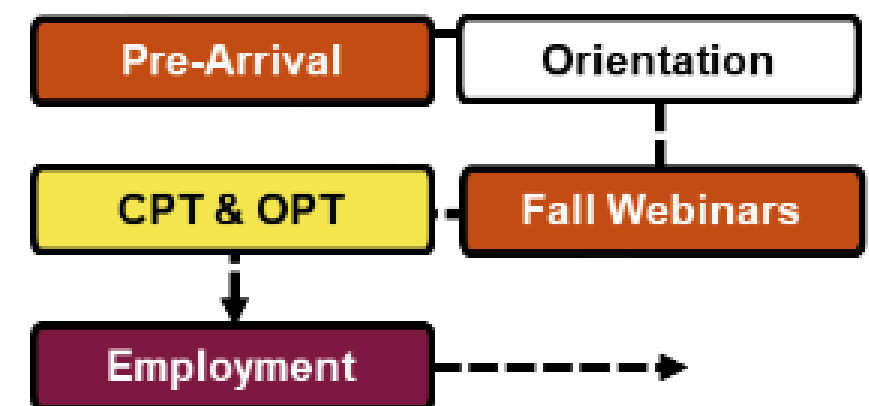
What's next?

STRATEGIZE

Create a strategic plan for Cranwell International Center for the next 5 years.

STABILIZE

Develop systems that will support the office for many years to come in serving students well.

QUESTIONS?

Global Travel Policy

No. 1070

Policy Effective Date:
9/18/2014

Last Revision Date:
10/31/2024

Policy Owner:
Guru Ghosh

Policy Author:
(Contact Person)
Theresa Johansson

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

1.0 Purpose
2.0 Policy
3.0 Procedures
4.0 Definitions
5.0 References
6.0 Approval and Revisions

1.0 Purpose

Virginia Tech is committed to fostering a community that values all cultures, languages, lands, and people. We seek to enrich our global competence and to enhance the quality of life throughout the world with scholarly engagement in education, research, and outreach. Our faculty, students, staff, and alumni have a responsibility for engagement with the Commonwealth, the nation, and the world. That engagement is reflected in who we are, who we aspire to be, and our impact on the global community.

The university's commitment to responsible global engagement informs its Global Travel Policy, which is designed to promote the health, safety and security of members of the university community (employees and students) when receiving visitors from abroad and when traveling outside of the United States of America for university-supported purposes, including but not limited to: study, research, internships, service, conferences, presentations, teaching, performances, competitions, field work, recruiting, etc. This policy applies to any university-supported travel (see Section 5. Definitions) and to students, employees, guests, and dependents. In addition, this policy applies to non-degree students, visiting scholars, and visitors from abroad to Virginia Tech facilities within the United States. The university's schools, colleges, or business units may have additional policies and procedures that support this overall policy.

2.0 Policy

The Global Travel Policy comprises the following university resources and requirements:

1. The Global Travel Registry;
2. Global Travel Emergency Medical and Assistance Services Insurance;
3. Global Travel Elevated Advisories, Notices and Restrictions; and
4. Additional Requirements for Student Global Travel.

Virginia Tech students may engage in a variety of educational experiences abroad, either for credit or not for credit. Such experiences include but are not limited to classroom study, research, cultural exchange, intern- or externships and service learning, as well as participation in less formal activities, such as international conferences, symposia, competitions, and the like. These experiences may or may not be supported by the university, a distinction which determines their level of university coverage and involvement. All Student Exchange Agreements (SEAs) and contracts with third party providers must be reviewed for participant safety and overall risk management, following GEO's Procedure for SEA and Third Party Provider Contract Review.

Violation of this university policy may result in disciplinary proceedings in accordance with the Faculty Handbook, Staff Policies, or the Student Code of Conduct. Global travel is subject to all university policy and procedures, to include but not limited to Policy 1005: Health and Safety Policy, Policy 4415: Worker's Compensation, Policy 13045: Export Controls, Sanctions, and Research Security Compliance Policy, Controller Travel Procedures, Environmental Health and Safety Programs and Guidelines, Scholarly Integrity and Research Compliance Programs, and Global Education Office Procedures.

3.0 Procedures

3.1 Global Travel Registry

The Global Travel Registry is a restricted-access database for maintaining key travel information for university-supported global travelers, both individuals and groups (see Section 5. Definitions). The Global Travel Registry is the official and authoritative source of traveler information that forms the basis for the university's emergency response protocols and communication strategy (e.g., elevated advisories, alerts, warnings, evacuation notices) when responding to an emergency or critical incident abroad. The Global Travel Registry is managed by the Global Education Office (GEO) and supports Virginia Tech's implementation of the National Security Presidential Memorandum 33 (NSPM-33) on national security strategy for U.S. government-supported research and development. GEO reports directly to the Associate Vice President for International Affairs.

All individual travelers and groups traveling outside the 50 United States of America for university-supported travel must follow university procedures to register their travel in the Global Travel Registry before their expected departure date and should provide updates as additional information becomes available or changes occur during the trip, including cancellations and travel to additional countries.

3.2 Global Travel Emergency Medical and Assistance Services Insurance

All university-supported global travelers are required to carry international emergency medical and assistance services insurance administered through the Office of Risk Management; this allows the university to respond to the needs of an entire group uniformly in the event of an evacuation or other crisis. To meet this requirement, the university has contracted with an insurance provider to provide emergency medical and assistance services insurance that covers claims for health/accident, emergency security evacuation, repatriation of remains, among others.

The following individuals are **REQUIRED** to be registered with GEO and purchase the university's designated international emergency medical and assistance services insurance, regardless of any alternative coverage they may have:

- All university employees on university-supported travel.
- All guests on university-supported travel.
- All members of university-supported group travel.
- All members of a non-university group if one or more participants are supported by university funding.
- Any dependents traveling with a ***university-supported group***.
- Students traveling on any other type of university-supported travel (for credit or not for credit) are also required to purchase the designated international emergency medical and assistance services insurance from the university-approved vendor. Alternatively, such students may obtain a waiver from GEO to decline the contracted insurance by demonstrating that they are covered by an insurance policy comparable to the university's international emergency medical and assistance services policy.

The following individuals are **ENCOURAGED** to be registered with GEO and purchase the university's designated international emergency medical and assistance services insurance.

- Dependents accompanying ***individual*** university-supported travelers (i.e., not on university-supported travel).

The following individuals are **NOT ELIGIBLE** to purchase the university's designated international emergency medical and assistance services insurance, as personal travel is not supported by the university. For these individuals and groups, the university strongly encourages obtaining coverage independently for all participants on each trip. The Office of Risk Management may be consulted to provide industry-standard resources.

- University employees, students, or guests on personal travel.
- Registered Student Organizations (RSOs) (see section 3.5.4 Non-University-Supported Student Global Travel).

Participants and leaders of alumni trips should refer to guidelines established by the Alumni Relations office.

3.3 Global Travel Elevated Advisories, Notices and Restrictions

3.3.1 High Risk Travel

Virginia Tech does not support participation in activities abroad in locations or involving activities that pose a significant risk to the health and safety of university-supported travelers. The Global Travel Oversight Committee (GTOC) (see Section 5. Definitions) will maintain a listing of countries designated as high risk based on advisories from the U.S. Department of State, Centers for Disease Control and Prevention (CDC), and U.S. Department of Treasury, as well as other security analysis and incidents that could impact university-supported travelers.

3.3.2 International Travel Restriction Exception Requests

Under extraordinary circumstances, individuals or program leaders can petition GTOC for an exception to Policy 1070 international travel restrictions. The petitioner is responsible for proving the necessity of travel and sufficient risk mitigation to merit travel approval. See the Procedure to Request an Exception to Policy – International Travel. Waivers are not guaranteed and can be revoked at any time by GTOC or the university president, as the situation progresses. Non-compliance may result in revocation of university-support and loss of eligibility for credit transfer.

If there are any university-supported travelers already in the affected area at the time of the location being identified as high risk by GTOC, travelers will be advised to leave the affected area. Individuals may petition GTOC for a waiver to continue their activities on site. Non-compliance may result in revocation of university-support and loss of eligibility for credit transfer.

All travelers entering the United States from a location with a CDC Warning Level 3 travel notice or higher, or region otherwise identified by GTOC, may not return to any Virginia Tech campuses and activities until they have met CDC and Virginia Tech health and emergency services guidance.

3.4 Reporting Incidents

Group leaders and individual travelers are **<u>required</u>** to report incidents while on university-supported travel. Reports shall be made promptly following the incident to enable timely support by Global Safety & Risk Management. Global Safety & Risk Management will in turn report, or assist the traveler in reporting, to other relevant offices on campus. This may include reporting to offices as required by other university policies or statutory requirements, including the Clery Act, Title IX, Worker's Compensation, OSHA, and Finance. Examples of incidents that shall be reported include, but are not limited to, the following:

- **Arrest** or charged in a local legal system, to include arrest, citation, detention, or summons.
- **Assault (non-sexual violence):** any event where there was a physical attack, with or without a weapon.
- **Assault/Harassment/Stalking (sexual violence):** report by a Responsible Employee as defined in Policy 1026 of any sexual act directed against another person without that person's consent, as defined by Virginia Tech [Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault](#) and [Policy 1026: Policy on Title IX Sexual Harassment and Responsible Employee Reporting](#).
- **Damage to University Property, including Theft, Confiscation, & Loss:** Damage to university owned, leased or rented property, including buildings, equipment, and supplies. Temporary or permanent taking of university property from the possession or constructive possession of a university-supported traveler or from a university facility.
- **Death** of a university-supported traveler or dependent.
- **Identity-Based/Hate Violence:** an offense committed against a person or property which is motivated, in whole or in part, by the offender's bias, negative opinion, or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin.
- **Kidnapping:** the taking of a person against his/her will from one place to another when the person so taken does not have freedom of movement, will or decision through violence, force, threat, or intimidation.
- **Mental Health Distress:** a mental health event that involves emergency response support, suicide risk, attempted suicide, program departure, hospitalization, or a mental health event that requires additional support.
- **Missing Person:** any event of a traveler missing/overdue for the amount of time which meets the local threshold for involvement of local law enforcement, or no longer than 24 hours.
- **Neglect or Abuse of a Minor:** any violations of Virginia Tech [Policy 4815: Minors at Virginia Tech](#).
- **Physical Health, Injury or Illness:** injury or illness that resulted in hospitalization, early conclusion of travel, or interruption to planned work or studies. Immediately report significant injuries (loss of a limb, loss of sight, etc.). Immediately report all injuries and communicable diseases that potentially occur during an employee's course and scope of employment.
- **Robbery/Burglary:** taking or attempting to take anything of value by the use of threat or force from the care, custody or control of a person (robbery) or unlawful entry of a structure to commit a felony or a theft (burglary).
- **Vehicle Accidents and other modes of transportation:** any accident involving a mode of transportation owned, insured, operated, or utilized by the university, an employee, or a student regardless of the extent of damage.

3.5 Student Global Travel

3.5.1 Student Group Travel

University-supported international programs are groups (see Section 5. Definitions) in which a university employee leads one or more students through a coordinated itinerary or activities on university-supported travel abroad. Such programs include faculty-led programs, non-credit-bearing programs, experiential learning, service work, competitions, graduate and undergraduate research experiences or internships, and programs governed by a student exchange agreement or a contract between Virginia Tech and a foreign university or third-party provider; these may or may not be undertaken for credit. Program leaders who wish to propose university-supported global travel

designed for student Group participation are subject to Global Education Approval Committee (GEAC) and Global Non-credit Approval Committee (GNAC) procedures. Credit-bearing programs will be approved by GEAC and non-credit-bearing programs will be approved by GNAC. Individual departments or colleges are responsible for all aspects of the program, including ensuring compliance with university policies and procedures. University-supported international programs will meet the following minimum requirements:

1. Program leaders (see Section 5. Definitions) must have their program proposal reviewed and approved in advance by the dean or designated administrator of the academic or business unit in which the program is based, in accordance with GEAC or GNAC procedures.

2. Program reviews should be completed periodically according to GEAC and GNAC guidelines.

3. Group members must adhere to university policies and guidelines for managing health, safety, and security abroad.

4. Only approved group members may accompany the program.

5. For groups of 15 or fewer students, program leaders must have an established plan to respond to situations preventing a student from continuing on the program's planned itinerary with the rest of the group (for reasons of injury, hospitalization, lost passport, etc.) while at the same time providing for supervision of the rest of the group as they proceed with the program. Students requiring emergency support must be accompanied by the program leader or his/her pre-approved designee until able to rejoin the group or return home. For groups of more than 15 students, a second designated individual must be available at all times to assist in such circumstances; this individual can also be assigned additional duties to support the program leader and may be drawn from faculty, staff, on-site personnel, graduate students, or spouses serving on a paid or volunteer basis. For groups of more than 30 students, a third designated individual is required, more than 45 requires a fourth, and so on in increments of 15. Individuals serving the program must do so by contractual agreement between the individual and department and be approved by department leadership, and VT Engage or GEO. Their duties must be clearly defined, and they must be appropriately trained through GEO Program Leader Training once every two years, at a minimum.

6. Dependents traveling with groups must be registered with GEO and enrolled in the university's international emergency medical and assistance services insurance policy. For any minor dependents traveling with the group, there must be a dedicated adult who takes primary responsibility for the minor dependents and who is not in a program leadership role. Dependent travelers must not detract from the educational experience and programming.

7. Program leaders are required to have a working means of communication (e.g., cell phones) through which they can be contacted at all times in case of an emergency. International cell phone service for each member of a group is not mandatory, but highly recommended. Program leaders will have an established communications plan that explains the protocol and expectations of all group members during individual free time and in the case of an emergency. Program leaders must establish respective responsibilities for emergency response for all group members and communicate these clearly. It is important that program leaders be aware of and regularly monitor the primary means by which GEO will maintain contact with them (currently email).

8. While the group is abroad, should an emergency or incident (e.g., terrorist activity, a natural disaster, a public health alert, etc.) occur that could potentially jeopardize the continued safe conduct of the program or well-being of the group members, or both, all travelers are responsible for contacting their program directors and their listed emergency contacts to confirm their safety.

9. In order to be eligible to lead student programs abroad, individuals must attend GEO Program Leader Training once every two years, at a minimum.

    1. Program leaders must provide a comprehensive pre-departure orientation to all group members before departing the United States and another, more targeted, orientation within two days of arriving on site. All group members must attend.

    2. Credit-bearing global education programs supported by the university must be graded courses (A-F or P/F) or other official credentialing, such as continuing education units (CEUs). All program participants must be actively engaged with and fully accountable with regard to the program's academic work. Students enrolled in degree programs at other universities may participate in any of Virginia Tech's global education programs, as long as they gain admission to Virginia Tech as non-degree-seeking students and meet all the criteria for admission to the program. Non-students who wish to participate in global education programs designed for student participation must do the same.

3.5.2 Other Student Travel

Students who participate in education abroad programs (who plan to transfer academic credit back to Virginia Tech) are responsible for complying with the current application procedures established by GEO. Students who fail to comply may face removal from the program and lose non-refundable deposits and payments, and loss of eligibility of transfer credit may affect Virginia Tech financial aid for the semester or term abroad.

Students participating individually (i.e., not as a member of a Virginia Tech group) on any program abroad affiliated with the university (i.e., governed by a student exchange agreement, MOU, or contract provider) or participating in any non-university-affiliated program with the intent to transfer credit back to their Virginia Tech degree must follow the established procedures to have their program reviewed and approved by GEO. Such students must meet all of the host institution's normal admissions requirements; are responsible for all aspects of their academic and residential life, just as they are here at Virginia Tech; and pay tuition and all fees directly to the host university. They are responsible for paying Virginia Tech the appropriate GEO administrative fees. Students must take particular care to ensure that credits will transfer properly, so they are encouraged to work closely with their academic advisor, the department or college transfer credit advisor (if there is one), and the Registrar during their application and course selection process.

3.5.3 Inbound Travel for Non-degree Programs —Responsibilities of Program Organizers and Participants

Organizers of non-degree programs engaging international students on the university campus and participants in such programs are subject to the following requirements:

1. Virginia Tech employees and entities organizing non-degree programs must register their program with the Cranwell International Center and have their program reviewed and approved by the dean or designated administrator of the academic or business unit in which the program is based.

2. International students with F & J Visas are required to have health insurance either through the university's Student Medical Insurance or a comparable plan as established by the Office of Risk Management. International student health insurance requirements may be found on the Office of Risk Management website.

3. Student participants are responsible for paying the appropriate tuition and all relevant fees, as appropriate (e.g., VT fees, program fee, etc.)

4. Program leaders may not allow any individuals other than program students and staff to accompany them on field trips, excursions or similar activities.

5. Program leaders must have an established plan to respond to situations preventing a student from continuing in the program if separated for reasons of expulsion, family emergency, injury, hospitalization, or other causes.

6. Program leaders are required to have a working means of communication (e.g., cell phones) through which they can be contacted at all times in case of an emergency.

7. All students and employees are strongly encouraged to sign up to receive VT Alerts.

Program leaders must provide, and program students are required to attend, a pre-departure orientation to all group members before departing for the United States and another, more comprehensive, orientation within two days of arriving to the program site.

3.5.4 Non-University-Supported Student Global Travel

Virginia Tech students or groups of students with special interests or needs (including Registered Student Organizations (RSOs), which have no direct relationship with the university) can opt to participate in a non-university-supported global education program, either through another university or a third-party provider; however, this is personal travel, and the university can guarantee neither these programs' quality nor their safety.

Virginia Tech students, or groups of students, participating in a global education program that is not university-supported may do so independently. During their absence, students will not receive any university support. Virginia Tech encourages independent travelers to obtain international emergency medical and assistance services insurance as well as trip cancellation and personal property insurance. U.S. citizens are advised to register their trip with the U.S. Department of State prior to departure.

Virginia Tech students intending to transfer academic credit back to Virginia Tech or use their work abroad to meet a degree or course requirement are on university-supported travel, regardless of the program (see 3.5.2 Individual Student Travel).

4.0 Enforcement

Violations of this policy or associated guidelines and procedures may result in discipline as contained in the Faculty Handbook, Student Code of Conduct, and other relevant university policies. Violations may also result in future requests for university-supported travel or requests to lead student groups being denied.

Group and individual travel without pre-authorization, as required by this policy, is personal rather than university-supported travel. Travelers on personal travel cannot be financially supported by the university, are assuming personal responsibility for activities during the travel, and are not eligible to enroll in the university's contracted international emergency medical and assistance services insurance and cannot access other benefits and services available to university employees.

5.0 Definitions

Global Education Approval Committee (GEAC): an approval body appointed by the Vice President of Outreach and International Affairs (or designee), which shall comprise at least 5 faculty members representing multiple colleges and the Director and Associate Director of Global Education, who shall co-chair the committee; the committee will consult with appropriate other administrative entities as needed; representatives of the University Controller's Office, the Office of the University Bursar, the Office of University Scholarships and Financial Aid, and the Registrar's Office, may also be included on the committee. GEAC will review proposed and existing programs with the purpose of ensuring that Virginia Tech delivers study abroad opportunities that meet the legitimate academic needs of its students, faculty and staff and that all programming abroad maintains standards of quality in the delivery of instruction, support services, and administration consistent with university standards in these areas and compliant with university policy and state and federal law.

Global Non-Credit Approval Committee (GNAC): GNAC is an approval body which shall comprise representation from the Global Education Office, Student Affairs, Risk Management, Legal Counsel, Controller, and the Director of VT Engage, who shall chair the committee; the committee will consult with appropriate entities as needed, to include but not limited to Athletics, Office of Special Projects, Environmental Health and Safety, and academic colleges. GNAC will review proposed and existing non-credit programs abroad with the purpose of supporting experiences for Virginia Tech students abroad outside of credit-bearing courses.

Global Travel: travel outside the 50 United States.

Global Travel Oversight Committee (GTOC): a committee of university faculty and administrators charged with development and maintenance of policy and procedures regarding global travel health, safety, and security for Virginia Tech students, faculty, and staff. GTOC is tasked to evaluate and approve proposals for travel to countries with elevated medical and security concerns, or proposals containing activities that cause concern. In cases of global emergency or crisis, GTOC makes recommendations to the President, who will make the final decision on the university's course of action; however, the President retains the authority to act prior to receiving a recommendation from GTOC. GTOC, in coordination with GEO, is responsible for coordinating global emergency and crisis responses using the information available in the Global Travel Registry. GTOC membership includes representatives from OIA, GEO, Office of Risk Management, Office of Emergency Management, Legal Counsel, University Police, Student Affairs, the Provost's office, VT Engage, the Office of Export and Secure Research Compliance, and academic departments.

Group: one or more students led by a university employee or designated and approved volunteer, with a coordinated itinerary or activities on university-supported travel abroad.

Group Member: enrolled or registered participant, program employee (paid and unpaid faculty, staff or documented/approved volunteer), and authorized guest and dependent. Program leaders are responsible for monitoring appropriate group constitution; group membership may be subject to review by GTOC.

High Risk Travel: travel to locations that pose a significant risk to the health, safety, or security of university-support travelers, as designated by GTOC, that is unauthorized.

Individual Traveler: an employee, student, guest, or dependent on university-supported travel abroad in which activities are individually coordinated.

Program Leader: a university employee or designated and approved volunteer leading a group (see above definition).

Registered Student Organization (RSO): a voluntary association of Virginia Tech students that has NO direct relationship to the university but upon completion of registration documents is entitled to certain privileges to include operating, meeting, advertising, and participating in activities on the Virginia Tech campus. (Refer to Policy 8013: Establishing and Maintaining a Registered Student Organization (RSO).)

Student: an undergraduate, graduate, or professional student enrolled at Virginia Tech.

Study Abroad at Home: an international student studying at an institution in their home country with the intention of transferring credit back to Virginia Tech.

Third Party Provider: a non-Virginia Tech entity through which university-supported travelers engage in international learning opportunities.

University-supported: international activities supported by the university. Such activities must adhere to the Global Travel Policy and include, but are not limited to:
- travel with an approved program through GEO,
- travel created, managed, organized, sponsored, and/or supported through a Virginia Tech college or department (academic or other), including programs that involve an application process and participant selection,
- travel that expends university funds, to include grants, Foundation funds, scholarships, informal financial awards and/or financial aid,
- travel to the university from abroad under the aegis of a Virginia Tech college or department (academic or other), including programs that involve an application process and participant selection,
- travel as a representative of Virginia Tech in any capacity (credit or non-credit),
- travel that is necessary to achieve a degree requirement,
- travel as a component of experiential learning as a degree requirement,
- travel that fulfills Virginia Tech contractual agreements,
- travel for academic credit (direct or to be transferred), to include Study Abroad at Home,
- travel for research, practica, internships/externships, field work, or conferences that contribute to an individual's Virginia Tech degree or his/her professional activities,
- travel for service learning organized by Virginia Tech,
- travel under the aegis of Virginia Tech for performances, humanitarian efforts, competitions (athletic, arts, etc.), teaching and instruction,
- travel to a Virginia Tech center abroad,
- travel by University Chartered Student Organizations (UCSO) and University Student Life Programs (USLP),
- travel for research leave abroad. Faculty (and dependents) on research leave abroad not related to Virginia Tech (NOT using Virginia Tech funds, NOT representing Virginia Tech, etc.) have the option to enroll in the international emergency medical and assistance services insurance.
- Dependents or guests accompanying employees or students on university-supported travel have the option to enroll in the international emergency medical and assistance services insurance.

The following activities are <u>NOT</u> university-supported:

- RSO travel,
- personal travel, to include non-program-related participant travel before or after program dates and personal travel undertaken by persons on visas sponsored by Virginia Tech,
- group travel that has not been approved by the home college/department, and by GEAC or GNAC,
- High risk travel not approved for an exception to university policy by GTOC,
- travel funded by an outside entity, during which the traveler will not be representing Virginia Tech in any capacity,
- following the issuance of an evacuation order by the university, travel by a university employee or student to (or continued presence in) the pertinent geographic area, against the university's instructions.

<u>University Student Life Program (USLP):</u> an organization composed primarily or exclusively of students whose activities, operations, and decision-making processes are directly governed by academic or administrative departments and for which the university is ultimately responsible. (Refer to Policy 8011: Establishing and Maintaining a University Student Life Program (USLP).)

<u>University Chartered Student Organization (UCSO):</u> an organization composed primarily of students but which, by constitutional design, has a specifically established direct relationship to the university. This relationship includes, but is not limited to, policy review, special programs, governance, and paid faculty/staff advisors/coaches. (Refer to Policy 8012: Establishing and Maintaining a University Chartered Student Organization (UCSO).)

6.0 References

University Policy 1005: Health and Safety Policy

Policy 1025: Policy on Harassment, Discrimination, and Sexual Assault

Policy 1026: Policy on Title IX Sexual Harassment and Responsible Employee Reporting

Policy 4415: Worker's Compensation

Policy 4815: Minors on Campus or Participating in University-Related Programs

Policy 8011: Establishing and Maintaining a University Student Life Program (USLP)

Policy 8012: Establishing and Maintaining a University Chartered Student Organization (UCSO)

Policy 8013: Establishing and Maintaining a Registered Student Organization (RSO)

University Policy 13045: Export Controls, Sanctions, and Research Security Compliance Policy

Controller Travel Procedures

Environmental Health and Safety Programs and Guidelines

Scholarly Integrity and Research Compliance Programs

Global Education Office Procedures

Global Travel Oversight Committee Procedures

Faculty Handbook

Staff Policies

Student Code of Conduct

7.0 Approval and Revisions

Approved by the University Safety & Security Policy Committee, September 18, 2014. Approved September 18, 2014 by University President, Timothy D. Sands.

- Revision 1
  Revised November 4, 2014, to incorporate into Section 3.3.2 the provisions of Presidential Policy Memorandum No. 288 regarding travel to countries for which the U.S. Centers for Disease Control and Prevention (CDC) has issued travel warnings.

  Approved November 4, 2014 by University President, Timothy D. Sands.

- Revision 2
  Added language in Section 3.3.1 to clarify the respective roles of the Global Travel Oversight Committee (GTOC) and the President of the university in cases of global emergency or crisis.

  Approved by the University Safety & Security Policy Committee, April 13, 2016.
  Approved April 13, 2016 by University President, Timothy D. Sands.

- Revision 3
  - Identifies the roles of two new committees: Global Travel Oversight Committee (GTOC) and Global Education Approval Committee (GEAC).
  - Establishes requirement that all students, faculty, and staff must enroll in a single-vendor sourced insurance program to provide medical/security coverage while abroad on university-supported business/programs.
  - Establishes deadlines for program submission/review. Clarifies definitions.
  - Removes reference to specific programs (i.e. CISI & Studio Abroad).
  - Addresses position on support of RSOs, maintaining distance from programs and activities which cannot vouchsafed.
  - Requires Faculty Leader to train for university-supported faculty-led student group programs (once every 2 years), as well as to provide a pre-departure and an on-site orientation, in keeping with best practices.
  - Requires Faculty Leader to
    - have developed emergency response plans
    - have a strategy in place to ensure that no student is ever left behind
    - ensure that groups with >15 students must have second leader to assist at all times
    - have working means of communication
    - have the ability to contact students during free time & emergencies

  Approved by the University Safety & Security Policy Committee, May 24, 2016.
  Approved May 24, 2016 by University President, Timothy D. Sands.

- Revision 4
  - Removes references to U.S. Department of State Travel Warning/Alerts, replaces with their new Travel Advisory Levels 4-1 terminology; defines what travel requests require the approval of GTOC.
  - Changes some paragraph titles to reflect changes made within the U.S. Department of State and to reflect the CDC travel notice terminology.
  - Removes references to BOV resolutions and Presidential Policy Memorandum as the policy interprets and explains these documents.

- Replaces references to (1) faculty, staff, students, guests, volunteers, etc. on university-supported trips abroad with the term "group members," as defined in the policy
- Replaces term "global travel and emergency assistance insurance" with "international emergency medical and assistance services insurance."
- Identifies the number of additional responsible adults required for groups larger than 30 students (one additional for every additional 15 students.
- Adds research leave as NOT university-supported travel abroad.
- Adds definition of "students" as including undergraduate, graduate and professional students.
- Deletes all the website links in 5. References, with the exception of the reference to Policy 13045.

Approved by the University Safety & Security Policy Committee, March 13, 2018.
Approved March 13, 2018 by University President, Timothy D. Sands.

- Revision 5
  - Adds Section 3.3.3 instructions for petitioning for a waiver to allow for critical travel.
  - Adds Section 3.3.3 the procedure to be followed when university-supported travelers are already in an affected country at the time the CDC issues a Warning Level 3 Travel Notice or the university identifies a region as medically high risk.
  - Prohibits travelers returning to the U.S. from a country with a CDC Warning Level 3 travel notice or from a region otherwise identified by Virginia Tech from returning to any Virginia Tech campuses and activities until they have been asymptomatic for a specified period.

Approved by University Safety & Security Policy Committee, March 2, 2020.
Approved March 2, 2020, by University President Timothy D. Sands.

- Revision 6
Technical update of Section 2.0 to reference Student Code of Conduct which replaced the retired Hokie Handbook.

Approved June 16, 2020 by Kim O'Rourke, Vice President for Policy and Governance.

- Revision 7
  - Adds Section 3.3.4 instructions for petitioning for a waiver to allow for critical travel, replacing waiver petition instructions from Section 3.3.2 and Section 3.3.3.
  - Adds requirements for supervision of minor dependents accompanying group travel.
  - Adds Responsibilities of Program Organizers and Participants for Inbound Travel for Non-Degree Programs
  - Adds authorization for credit-bearing program participants to be enrolled through continuing education units (CEUs).
  - Adds departmental supported travel and experiential learning to definition of "university-supported."
  - Adds personal travel by those on visas sponsored by Virginia Tech to definition of non-university-supported.

Approved May 20, 2021, by University Safety & Security Policy Committee.
Approved May 20, 2021, by University President Timothy D. Sands.

- Revision 8
  - Adds reference to the National Security Presidential Memorandum 33 (NSPM-33) related to the Global Travel Registry.
  - Clarifies insurance enrollment requirements.
  - Updates "high risk travel" to being defined by a single reference list maintained by the Global Travel

Oversight Committee rather than multiple external references.
- Adds an incident reporting requirement.
- Establishes the Global Non-credit Approval Committee (GNAC) to review and approve non-credit group travel.
- Specifies the Cranwell International Center as the registration office for non-degree programs engaging international students.
- Clarifies how the Faculty Handbook may be used for enforcement.
- Adds definitions for group, individual traveler, program leader, study abroad at home, and third party provider.
- Expands on references to other university policies and procedures.

Approved October 31, 2024 by Vice President for Outreach and International Affairs, Guru Ghosh.

Updates to Policy 1070: Global Travel Policy

Allie Oberoi

Associate Director

Global Safety & Risk Management

aoberoi@vt.edu

University-Supported Global Travel

- Virginia Tech Policy 1070: Global Travel Policy
- Employees and students
- Outside of the 50 United States
- For any of the following reasons
  - Travel funded by the university
  - Contributing to body of work for Virginia Tech
  - Representing the university
  - Through a Virginia Tech partnership or program
  - Contributing to a degree or graduation requirement

What is the Same?

- Faculty, staff, students, and guests on university-supported travel outside of the 50 United States must register their travel prior to departure.

- All university-supported travelers abroad must enroll in Virginia Tech's contracted international emergency medical and assistance insurance (this is an authorized reimbursable expense).

- High risk travel is not authorized unless the traveler/group receives an exception to university policy from GTOC.

- Faculty leading groups of students abroad must register through the Global Education Office (credit-bearing) or VT Engage (non-credit).

- Global Safety & Risk Management is here to provide assistance, before you go and while away!

What is New?

- Travelers are required to report incidents while abroad, using Global Safety & Risk Management as a one-stop-shop for reporting requirements and support.

- More clarity in what is a "high risk" destination, with an easy to access list.

- Clarification on insurance enrollment requirement.

- Establishes the Global Non-credit Approval Committee (GNAC) to review/approve non-credit global programs.

- Clarifies how the Faculty Handbook may be used for enforcement.

- Updated definitions.

At Least 2 Weeks Before Departure

Chrome River Pre-Approval

Enroll in Insurance

Send Emergency Contacts

For some, contact OESRC

Regardless of funding source for travel

Virginia Tech's contracted international emergency medical and assistance insurance policy with CISI

Global Safety & Risk Management will ask for your contact information while abroad to be able to reach you in the event of an emergency

If you are exporting university commodities (not your standard issue laptop)

If Virginia Tech sponsors your security clearance

If you are participating in secure research

Emergency Medical and Assistance Insurance

- **Cultural Insurance Services International (CISI)**
  - Emergency medical
  - Pre-existing conditions
  - Medical evacuation
- **AXA Assistance**
  - Security assistance services
  - Evacuation (natural disasters, geopolitical events, threats to personal safety)
  - Pre-departure planning

Emergency Support

AXA Assistance
+1 (312) 935-1703

medassist-usa@axa-assistance.us

Safety & Risk Management
+1 (540) 750-5747 WhatsApp

VTGlobalSafety@vt.edu

VT Police Department
+1 (540) 231-6411 ext. 1

Reporting Incidents

Travelers are required to report incidents abroad:

- Arrest
- Assault (non-sexual violence)
- Assault/Harassment/Stalking (sexual violence)
- Damage to University Property to include Theft, Confiscation, & Loss
- Death
- Identity-Based/Hate Violence
- Kidnapping
- Mental Health Distress
- Missing Person
- Neglect or Abuse of a Minor
- Physical health, Injury, or Illness
- Robbery/Burglary
- Vehicle Accidents and other modes of transportation

Reports should be made promptly through phone, e-mail, or on-line form.

Global Safety & Risk Management will assist with immediate response needs and any related follow-on reporting requirements (Clery Act, Title IX, Worker's Compensation, OSHA, Finance, etc.)

High Risk Travel

Virginia Tech does not support participation in activities abroad in locations or involving activities that pose a significant risk to the health and safety of university-supported travelers.

UPDATE: The Global Travel Oversight Committee (GTOC) maintains a published listing of locations designated as high risk.

Travelers or groups may petition GTOC for an exception to policy for high risk travel.

Leading Student Groups Abroad

Faculty leading a group of students abroad have additional requirements in Policy 1070. Programs must register:

- **Credit-bearing:** Global Education Approval Committee (GEAC)

- **Non-credit:** Global Non-Credit Approval Committee (GNAC)

Programs belong to their department/college. GEAC and GNAC assist with policy compliance and best practices.

Updates to Policy 1070: Global Travel Policy

Allie Oberoi
Associate Director
Global Safety & Risk Management
aoberoi@vt.edu