International Educational Travel Guidelines

for all University of Oklahoma Sponsored Study Abroad Programs

The Office of Education Abroad (EA) at the University of Oklahoma (OU) requires all OU sponsored study abroad programs, meaning EA approved international activities where academic credit is awarded and posted to an OU transcript, to comply with the guidelines articulated in this document.

All students participating on OU sponsored study abroad programs are required to:

- Receive written endorsement to participate by an EA study abroad adviser or the Study Abroad Liaison designated by the college or academic unit sponsoring the experience
- Participate in a pre-departure orientation organized by the academic unit sponsoring the experience and approved by EA
- Sign the EA administered “Personal Conduct Agreement” which binds the student to comply with the OU Student Code of Responsibilities and Conduct, the laws of the host country, all similar regulations held by the host institution and waives claims against the University of Oklahoma
- Enroll in the OU FrontierMEDEX insurance plan through EA
- Register location and dates of travel with EA
- Comply with any additional requirements communicated by an EA study abroad adviser or the Study Abroad Liaison designated by the college or academic unit sponsoring the experience

All OU faculty and staff members who will be teaching, leading or accompanying students on OU sponsored study abroad programs are required to:

- Submit a completed “OU Sponsored Study Abroad Travel Approval Form” at least 45 days prior to the first date of anticipated travel. This form requires the signature of the Study Abroad Liaison designated by the college or academic unit sponsoring the experience as well as the Dean of the sponsoring college or academic unit
- Enroll in the OU FrontierMEDEX insurance plan through EA
- Register location and dates of travel with EA
- Provide EA with an international cell phone or other contact number where s/he may be reached while abroad as part of the program
- Be familiar with the OU International Study Emergency Response Protocol
- Facilitate an in-country orientation at the site of the program that involves students, faculty or staff from partner institutions or program providers and covers relevant health and safety matters
- Participate in an EA faculty/staff training session for study abroad leaders at least once every three years
- Cooperate with your college study abroad liaison to make sure that all participating students have completed required risk management registration materials with EA

Any OU sponsored study abroad programs proposed to a location where a US Department of State Travel Warning exists must first obtain approval from the OU Safety and Security Council. The Education Abroad website contains instructions on how to submit a petition for programming to a destination where an active US Department of State Travel Warning exists.

14 December 2011