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Handbook for Developing and Managing Short-term Programs Abroad

Faculty often become involved in designing short-term programs abroad because they understand the impact it can have on a students’ education and overall enrichment. The International Center is here to partner with you to make your program as successful as possible. It is our goal to help you achieve the academic rigor, cross-cultural understanding and logistical fluidity that is vital to making your program a success.

Leading a group on a short-term program abroad is an intense and rewarding experience. It is an experience that carries with it an enlarged faculty and leadership role. In addition to being the professor, you will also be the advisor to, cultural interpreter for, and advocate for students as they negotiate the challenges of a new culture. You are also the university’s legal representative and thus must be prepared to assume a leadership role and be in touch with the University’s International Situation Management Team should a crisis arise for either an individual student or the group.

Please familiarize yourself with the State Department’s current Travel Warning List at www.travel.state.gov and the University of Hartford’s Travel Warning Policy, included in this handbook. The Travel Warning Policy restricts University-sponsored travel to those countries or regions of countries for which the State Department has issued a Travel Warning that includes any of the following phrases:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country (region); or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

It is important to establish from the beginning that this is not a trip, tour or vacation. Students are expected to prepare for your program, fully participate in it, and meet the overall learning objectives you set forth.

As you look over your proposed itinerary, determine what could possibly go wrong at each step along the way and how those issues would be dealt with. Lost baggage, missed flights, the illness of a student or of the program director, and lack of transportation on arrival have all been known to happen, and you must be prepared to deal with them.

Application Policy

All applicants must meet the minimum requirements for acceptance into any short-term study/travel abroad program. Please review the below Short-term Admissions Policy

- Applications are reviewed on a rolling basis. Only complete applications, those that include the application form and deposit, will be reviewed. Programs may fill prior to the official application deadline. Late applications are considered on a space-available basis.
- The minimum GPA requirement for all short-term programs is 2.5 unless otherwise noted on the program page.
- Applicants are required to be in good financial standing at the time of application. Students who owe over $1,000 will not be considered until their balance is below $1,000.

Application Deposit
A deposit must accompany an application. Applications are accepted on a rolling basis and no application is processed without the deposit. The deposit is applied to the program cost and is not an additional fee. All fees, including the application deposit, are refunded to students who are not accepted into the program.

**Program Balance**

The balance of the program cost is due by the Payment Deadline (approximately 2 months after the Application Deadline - see program details for exact dates). A student who does not meet this deadline may incur a $150 late penalty and will not be registered for the program until the balance is paid in full.

**Cancellation Policy**

Once a student has been officially accepted into a program, students become subject to the standard cancellation policy as follows:

Program cancellations and requests for refunds must be made in writing. Refunds and cost liability are determined based on the date when written cancellation notice is received from the student.

If a student withdraws 61 days or more prior to the program start, the University of Hartford will refund the admission deposit and any program fees paid.

If a student withdraws 45-60 days prior to the program start date, the University of Hartford will refund any program fees paid except the admission deposit.

If a student withdraws 1-44 days prior to the program start date, the University of Hartford will refund only those fees which the University of Hartford has not incurred on behalf of the student.

If a student withdraws on or after the program start date no refund will be issued.

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**Faculty Checklist Prior to Departure**

Please forward the following materials to the Study Abroad Office

- The complete group itinerary, including flight details for everyone in the group, daily itinerary and hotel contact details
- your 24/7 phone and email contact information while abroad
- your US emergency contact information
- a photocopy of the first page of your passport

**Before Departure Check That You Have the Following:**

- valid passport (expiration date at least six months after program ends)
- valid visa (if needed) [www.state.gov](http://www.state.gov)
- copies of provider contracts
- required immunizations (where applicable) [www.cdc.gov](http://www.cdc.gov)
- a list of your in-country contacts (including emergency assistance phone number and local police)
- U.S. Consulate or Embassy telephone and fax numbers and e-mail address
- a photocopy of the first page of each participant's passport
- a participant list with emergency contact information
The Study Abroad Office will provide:

- Pre-departure meeting co-hosted with the faculty member with topics to include health and safety, financial matters, travel documents, and cultural adjustment
- MEDEX cards and coverage information to each participant of the program
- Cell phone arrangements for faculty member when requested in advance
- Faculty Emergency Procedure Card
- Registration for each participant with the U.S Embassy online when provided with passport information prior to departure
- Copies of the 1st page of each participant’s passport
- Participant list document with emergency contact information
- Assistance with any non-emergency issues during the course of the program

Check that all students have obtained the Short-term Study Abroad Participant Handbook. All students must forward the following materials to the Study Abroad Office

- Completed and signed University of Hartford application
- Signed copy of Assumption of Risk and Release of Liability Form including emergency contact information
- Signed copy of Cancellation Policy
- Signed copy of Code of Conduct
- Copy of first page of passport
- Payment for MEDEX coverage

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Travel Arrangements

The housing and travel arrangements for some study abroad program are arranged by third party providers that are chosen by the faculty member him or herself. If you make program arrangements yourself and directly contract with providers, every effort should be made to check on the reliability, reputation, and safety record of each service provider you are considering employing (bus companies, hotels, etc.). Service providers must have insurance that covers their operations.

Establishing Ground Rules for the Program

Both the personal experiences of faculty who have led study abroad programs here at the University of Hartford and the national literature suggest that faculty/leaders need to set firm behavior expectations for students before departure from the USA.

At the pre-departure orientation, faculty must

1. Read aloud and explain the University’s “Behavior Contract” and have students sign it.

2. Remind students that this is a study abroad program not a vacation, trip or tour and re-affirm the academic goals and expectations of the course.

3. Set a policy for the group about what happens if a student decides not to return to his or her room for the night—whom should they call in this circumstance? I would recommend that you insist that they let a
roommate or another student know where they will be. This avoids a lot of worry on the part of the instructor and the other students and prevents unnecessary calls to the police.

4. If a student is terribly homesick and wishes to return home, listen carefully and empathically, urge him/her to talk with parents or guardians. If he/she still wishes to leave, encourage him/her to make travel plans to leave, again in consultation with parents or guardians.

5. Insist that all students get a guidebook or maps for the areas that you will be visiting. Tell them in advance that they will be responsible for finding their way around after an initial orientation to the area.

6. Give students a cell phone number where they can reach you anytime in case of emergencies.

7. If students plan to travel independently over the weekend, make sure that they give you information about where they are going and where they will stay. Weekend Travel Forms will be provided at the Pre-Departure meeting. You are responsible for obtaining this information once overseas.

**During the Program**: Some tips

1. Be sure to program in bathroom breaks every 2 hours. In many European countries the only bathrooms are in the museums or in cafes, so students should be warned in advance that they may have to pay for food in order to use a toilet.

2. Use a buddy system when on excursions, this will prevent you from leaving a site with one less student.

3. Establish a safe meeting place with students in case there is an emergency. In many instances the hotel itself may be a good spot to plan to gather.

**Emergency Procedures**

1. **Procedures to follow if you need to dismiss a student from the course because of behavior issues.**

   - If the student violates the behavior contract, warn the student once both verbally and in writing. See **STUDENT WARNING FORM** at the end of this booklet. Sign the form, have the student sign the form, fax it as soon as possible to the Study Abroad Office 8690-768-4726.
   - If the behavior continues after the warning, withdraw the student from the class officially and inform the student that he or she can no longer participate in the course and must find his/her own way home. Inform the Study Abroad Office that you have done this. Keep a specific written record to the date of your action and the circumstances that led you to withdraw the student.

2. **Procedures to follow in case of an emergency that affects the whole group (natural disaster, war, terrorist attack, kidnapping etc)**

   - Immediately gather students together in the pre-determined safe place.
   - Call the head of the International Situation Management team and the Director of the International Center:

     **Chuck Colarulli, Work: 860-768-4749; Cell: 860-306-4969**

     **Sarah O'Leary: Work: 860-768-5101; Home: 203-219-0773**
This team has been designed to work with you during an emergency to insure the health and safety of all participants.

- Contact MEDEX to discuss the plans they are making to deal with the emergency situation.

3. **Procedures to following in the case of an individual student emergency (serious illness, etc)**

- Make sure that the student is taken to an appropriate medical facility. In your packet of materials and online at the MEDEX website is the MEDEX list of reliable medical facilities in your host area. This may require using a private ambulance service or a taxi (as public ambulances often must take the patient to a public hospital where the care may not be up to U.S. standards).
- Contact parents/emergency contact to provide information about the situation.
- Immediately call the head of the International Situation Management team and the Director of the International Center:

  **Chuck Colarulli, Work:** 860-768-4749; **Cell:** 860-306-4969

  **Sarah Reuter:** **Work:** 860-768-5101; **Home:** 203-219-0773

- Maintain communication with the parents/ or the designated emergency contact person as the situation unfolds and try as far as possible to respect the parents wishes regarding the handling of the situation.
- If a student is involved in a serious accident and is required to be medically evacuated or repatriated contact MEDEX to discuss the plan of action. MEDEX will also assist in medical, dental, and dental referrals. MEDEX will assist in repatriation f mortal remains. Please carefully review the MEDEX Program before departure.

### Behavior Issues

#### Student

Students studying abroad on short-term programs are expected to adhere to reasonable academic and behavioral norms. Failure to do so can result in their dismissal from the Study Abroad Experience. Please make sure that all of the students on your program have read, discussed with you, and signed the *Short-term Study Abroad Behavior Contract*, a sample of the document has been provided in this handbook.

A Student Warning Form has been provided in this handbook. If a student's behavior requires a warning by any of the faculty leaders, please fax a copy of that warning to the International Center.

**Substance Abuse**: many countries have very harsh laws on the possession and/or consumption of controlled substances. Students caught with illegal drugs are subject to local laws of the country in which the student is traveling or living. In addition, personal involvement or association with others involved with drugs of any kind will be considered misconduct abroad and can lead to dismissal from the program.

#### Faculty Leader

The University reserves the right to remove you from the Program at any time should your actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.
Dear Faculty Leader,

Effective July 1, 2007, the University of Hartford has contracted with a company called MEDEX Global Group, Inc. to provide worldwide assistance and evacuation services for all study abroad participants.

Please note: Important instructions for using these services are discussed in the included MEDEX Secure brochure. We ask that students and parents please keep a copy of the brochure and make sure that it is accessible at all times during the overseas program. The wallet card, which contains the University of Hartford’s group identification number and the Emergency Response Center phone numbers on the back, should be carried by students at all times when they are overseas. Students are automatically enrolled with MEDEX, so there is no need to activate the card.

The services provided by MEDEX range from telephone advice and referrals to full-scale evacuation by private air ambulance. The MEDEX network of multilingual specialists operates 24 hours a day, 365 days a year from MEDEX Emergency Response Centers around the world. Your MEDEX membership, provided by the University of Hartford, protects you against a variety of difficulties that could arise while you are abroad. The coverage is designed to supplement the policies, procedures and support staff, which the University of Hartford already has in place.

It is important to understand that, although MEDEX will offer our students travel, medical and security advice and services, as well as on-line access to information which many insurance companies do not offer, MEDEX is NOT health insurance. The University of Hartford continues to require all students attending our programs to maintain health insurance coverage that meets the standards set forth by the University of Hartford’s Student Health Service and to make certain that their policies cover them while abroad.

Whenever you are traveling or living abroad, you can access up-to-date reports on more than 170 countries worldwide on health issues, medical care and vaccination requirements via the MEDEX website—your homepage for travel, health and safety information (located at http://www.medexassist.com). The MEDEX website also contains on-line security tools including global monitoring, country specific information and travel tips. We strongly encourage all students to visit the website to gain information about the country and regions they are traveling to. Please read below for instructions for log-on information.

- Visit the website www.medexassist.com homepage, and then click on ‘Groups’. On the next page that appears click on ‘Create Account’ in the upper right hand corner of the page. Then click on ‘Click here for member set up.’

- Enter MEDEX ID: 324301

- You should next see a page that asks you to set up your user name and password Make sure you enter your email address - this is how you will access the Member Center going forward.

- An email will then be sent to you from MC_Webmaster@medexassist.com with a link that will allow you access to the Member Center. Click on ‘Activate your Account.’

While you are abroad, your first contact should always be the director of your overseas program, as instructed during your orientation. If you are traveling, and/or in an emergency situation where you are not able to reach that person, you should contact MEDEX who will work to meet your needs immediately and will contact the University of Hartford’s on-call staff in the United States.

Please be aware that some of MEDEX’s services outlined in the brochure carry additional charges. These services are addressed in the section titled Expenses Not Covered. Should you request a service which has an additional charge; MEDEX will inform you in advance and will require a credit card number in order to activate the service.
MEDEX Emergency Travel Assistance Program

An Important Travel Benefit for University of Hartford Study Abroad

None of us plan to become ill or injured; in fact, most of us work diligently to protect our health and safety. We exercise, we eat well, we fasten seat belts while driving, we lock doors, and we select our family physicians carefully. However, for the business or leisure traveler the security and comforts of home can seem a world away when illness or injury does occur. For family members, there is perhaps no more worrisome situation than a husband or wife, son or daughter, mother or father who is seriously ill or whose safety is in jeopardy far from home. At MEDEX, we understand those concerns. We bring a unique combination of experience, skill, care and empathy to ensure that your needs are met from the first call to our 24 hour Emergency Response Center to their safe return home.

University of Hartford Study Abroad participants traveling 100 or more miles away from home or outside of their home country, have emergency medical, travel, and personal security assistance 24 hours a day, anywhere in the world through MEDEX, a leading provider of international travel assistance services.

How to use the Travel Assistance Services

1. If you have a medical, travel or security related problem, call MEDEX. Printed on your ID card are the phone numbers for the worldwide MEDEX network. Call the toll-free number for the country you are in. If you are in a country not listed, call the Baltimore, Maryland, Emergency Response Center collect (1-410-453-6330).

2. If the condition is a medical emergency, you should immediately go to the nearest physician or hospital without delay and then contact MEDEX. If you are experiencing a security emergency, contact MEDEX as soon as possible.

3. A coordinator will ask for your name, the company’s name and MEDEX ID number 324301 and a description of the situation.

4. MEDEX will deliver assistance to meet your needs. A trained assistance coordinator will gladly coordinate and deliver the quality assistance services necessary.

For a list of services that you have immediate access to through your MEDEX Emergency Travel Assistance Program, please refer to the reverse side of this document.

Emergency Travel Assistance Program
An Important Travel Benefit for University of Hartford Study Abroad Participants

Medical Assistance Service
- Worldwide Medical and Dental Referrals
- Monitoring of Treatment
- Facilitation of Hospital Payments
- Transfer of Insurance Information to Medical Providers
- Coordination of Medication, Vaccine, and Blood Transfers
- Assist in Replacement of Corrective Lenses and Medical Devices
- Dispatch of Doctors and Specialists
- Transfer of Medical Records
- Continuous Updates to Family, Employer, and Home Physician
- Hotel Arrangements for Convalescence
Medical Evacuation and Repatriation Services— Coordination and Cost

- Emergency Medical Evacuations
- Transportation to Join Hospitalized Member
- Return of Dependent Children
- Transportation After Stabilization
- Repatriation of Mortal Remains

Travel Assistance Services

- Assist in the Replacement of Lost or Stolen Travel Documents
- Emergency Travel Arrangements
- Transfer of Funds
- Legal Referrals
- Translation Services
- Message Transmittals
- Emergency Pet Housing and/or Pet Return

Worldwide Destination Intelligence

- Pre-Travel Information
- Travel and Health Information
- Real-Time Security Intelligence

Personal Security Services – Coordination and Cost

- Political Evacuation Services
- Security Evacuation Services
- Transportation After Political or Security Evacuation

This document is only a partial description of benefits. Please refer to the program description for full details regarding the benefits, coverage, conditions and limitations of this MEDEX travel assistance program.

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University of Hartford Policy
Related to Department of State Travel Warnings
and University-Sponsored Travel Abroad

(Revised by ISMT 12/10/08)

Introduction

The University of Hartford is committed to providing a broad spectrum of international experiences for our students, faculty, and staff. We strongly encourage study abroad in University-approved programs, participation in other credit and non-credit international experiences, and faculty international research. At the same time, in the face of the safety risks in the world today, we are also committed to protecting the health and safety of students, faculty, and staff when they journey outside the borders of the United States.

We strongly recommend that before traveling to any part of the world, students, faculty, staff, and other members of the University community (hereinafter referred to as “others”) familiarize themselves with the U.S. Department of State website (http://travel.state.gov), paying particular attention to the “Current Travel Warnings” section which lists countries and regions about which the U.S. Government has serious concerns for American travelers, and the “Public Announcements” section which articulates health and safety issues in various countries or regions. Although the University of Hartford does not prohibit travel to countries for which “Public Announcements” have been issued by the State Department, we urge all travelers to consider seriously the risks in visiting such locales. It is the responsibility of the individual traveler to consult the State Department website to obtain current information about the health and safety conditions of the proposed destination.

In addition, all individuals traveling or studying abroad on a University program or an affiliated program must sign the appropriate “Assumption of Risk and Release of Liability” form. All individuals participating in University-sponsored programs or approved affiliated programs abroad must also obtain MEDEX coverage from the Study Abroad Office of the International Center (Gengras Student Union 328) before departure.

Nothing in this policy shall serve to extend to any University of Hartford student, faculty, or staff the right to engage in University-sponsored travel abroad, and the University reserves the right to cancel any University-sponsored travel at any time, regardless of whether prior approval has been granted.

1.0 Policy Governing Travel to Countries on the State Department’s “Current Travel Warnings” List

In order to protect the health and safety of its undergraduate and graduate students, faculty, staff, and others, the University of Hartford restricts University-sponsored travel in those countries or regions of countries for which the State Department has issued a Travel Warning that includes any of the following phrases:

• orders departure of U.S. dependents and non-emergency personnel;
• recommends that any U.S. citizens remaining in the country should depart;
• (strongly) warns U.S. citizens against (all) travel to the country (region); or
• warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

Click here to view current Travel Warnings on the State Department’s website (http://travel.state.gov).

Any reference to “Travel Warning” in this document refers to the specific kinds of warnings referenced above in 1.0.

When the State Department Warning (1.0) targets a specific region(s) of a country, but not the country as a whole, travel is only restricted in those regions identified by the Travel Warning specified in 1.0 above. For example, a University of Hartford program or an affiliated program in Madrid would not be affected by a Travel Warning (1.0) that applied to the Basque region of Spain. A faculty member’s participation in a conference in Manchester, England would not be affected by a Travel Warning (1.0) that applied to London only.
2.0 Student Travel

2.1 No University of Hartford student is permitted to embark on study abroad in the country/region under a Travel Warning (1.0 above), nor are any short-term programs led by University faculty permitted to depart as long as the Travel Warning (1.0 above) is in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

2.2 If a student receives formal approval to participate in a program location prior to the issuance of a Travel Warning (1.0 above) or to the development of a critical situation, the University’s approval will be suspended until such time as the Travel Warning has been lifted or the critical situation is no longer a concern.

2.3 In the event that a Travel Warning (1.0 above) is issued or a critical situation arises while a University of Hartford student is participating in a University or an affiliated program already in progress, the University’s International Situation Management Team (ISMT) will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

2.4 If a University of Hartford student chooses on his or her own to apply for “active status” and to enroll in a study abroad program or pursue any academic work in a country/region where a Travel Warning (1.0 above) has been issued prior to or during the process of applying for study abroad, the student will not receive:

- support or advice from any University of Hartford office or department,
- University of Hartford grants, stipends, or financial aid to support research or travel in the affected areas,
- MEDEX coverage issued through the University of Hartford, or
- pre-approved credit for the work undertaken in that location.

An exception to this provision of pre-approved credit may be made in cases in which students return to their home countries (they must possess the passport of that country) and are under their parent(s)’s or guardian’s care. With special permission, these students can receive prior approval for courses taken in their home countries.

3.0 Faculty and Staff Organizing Group Travel Experiences in Countries on the State Department’s “Current Travel Warnings” List

No University of Hartford sponsored travel programs may embark for affected areas while the Travel Warning (1.0 above) is in effect. This restriction applies to the University’s own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

A Travel Warning must be lifted before a University-sponsored trip may depart. In the case of University of Hartford programs already underway when a Travel Warning for the country/region is issued or a critical situation arises, the University’s International Situation Management Team (ISMT), in consultation with the faculty member on site and other knowledgeable sources, will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

4.0 Staff Travel

4.1. Before traveling to a region of the world on university-related business, staff is required to familiarize themselves with the U.S. Department of State website (http://travel.state.gov) and carefully assess the health and safety risks posed by travel to a particular area.
4.2 Normally, staff may not use any monies paid from a University of Hartford administered account to support travel to countries/regions that have been designated by the State Department “Travel Warning” specified in 1.0 above.

4.3 If staff makes the personal decision to travel to countries/regions that have been designated by State Department “Travel Warning” specified in 1.0 above and to use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.

4.4 An exception to the policy articulated for staff (4.2; travel to high-risk regions) may be granted under extraordinary circumstances. Staffs who seek personal exceptions to this policy should submit in writing a rationale for travel that contains the following:

   a. Details about the geographic environment of the work and its relation to security issues;
   b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
   c. The local support structure available to the individual and evacuation plans in case of an emergency;
   d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this trip;
   e. The importance and significance to the University of the staff member’s travel and the necessity of doing the work in that particular locale;
   f. Documentation that the staff member has appropriate health insurance coverage in the locale in question;
   g. Documentation about whether the location is covered under the University’s MEDEX assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
   h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included with the request for an exception.

4.5 This rationale (5.2.1) must be submitted to the individuals who supervise the program, department, and college/school that are funding the trip. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance, and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with University support. The staff member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the documents and decide whether to allow the travel to proceed with University support. The decision of the International Situation Management Team is final and not subject to appeal.

5.0 Faculty Consulting, Travel, and Research

5.1 The University of Hartford encourages faculty to develop international connections and to pursue international research. We do, however, strongly recommend that before traveling to a region of the world, faculty familiarize themselves with the U.S. Department of State website (http://travel.state.gov) and carefully assess the health and safety risks posed by travel to a particular area. A faculty member traveling for professional reasons must check the State Department’s “Current Travel Warnings.”

5.2 A faculty member who for professional reasons (e.g. research, teaching at an international university, attending a conference) wishes to travel to a region which falls under the State Department “Travel Warning” specified in 1.0 above and whose travel/research costs are paid from a University-administered account (whether its own monies or those received through external granting agencies) may undertake such travel only after completing the steps outlined below and receiving the appropriate approvals.

5.2.1 A rationale for the proposed professional activities must be filed with each program, department, or school that is funding the trip. It must contain the following:
   a. Details about the geographic environment of the work and its relation to security issues;
b. Information about travel advisories or warnings of other countries (e.g., Britain, Australia, New Zealand, Canada) about the country under the U.S. State Department Warning;
c. The local support structure available to the individual and evacuation plans in case of an emergency;
d. The individual’s familiarity with and experience of the locale, its language, and culture prior to this trip;
e. The academic importance and significance of the program/research to the faculty member and the necessity of doing the work in that particular locale;
f. Documentation that the faculty has appropriate health insurance coverage in the locale in question;
g. Documentation about whether the location is covered under the University’s MEDEX assistance program (travel to some high risk regions may involve additional payment beyond what is included in the premium);
h. A signed copy of the “Assumption of Risk and Release of Liability, High-risk Regions” form should be included.

5.2.2 This rationale (5.2.1) must be submitted to the individuals who supervise the program, department, and college/school that is funding the trip. Each of these supervisors must review the submitted materials and provide a written assessment of the proposed travel based on its feasibility, importance and necessity. Each assessment should also contain a recommendation about whether the travel should be permitted to proceed with university support. The faculty member’s rationale and the supervisors’ assessments must be submitted to the International Situation Management Team, who will review the documents and decide whether to allow the travel to proceed with university support. The decision of ISMT is final and not subject to appeal.

5.3 If faculties make the personal decision to travel to countries/regions that have been designated by State Department “Travel Warning” specified in 1.0 above and use their own funds to support this travel, they do so as private individuals with no connection to the University of Hartford.

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All Faculty/Leaders must sign and return this page to the Study Abroad Office

I hereby acknowledge that I have received the University of Hartford Handbook for Developing and Managing Short-term Programs Abroad. I agree to abide by the policies stated therein and by any decision regarding the operation or conduct of this program made by the University’s International Situation Management Team.

Name: _________________________________________________________________

Signature: _____________________________________________________________

Date: __________________________________________________________________
Participant Short-Term Program Code of Conduct

Program Name: ____________________________
Program Dates: ____________________________

I understand that while abroad, I am part of a community of University of Hartford students. I also represent the University of Hartford and the USA in the eyes of my foreign hosts. Therefore I promise to adhere to the following rules:

- Be on time for classes, excursions, bus departures.
- Attend all class meetings; participate in group excursions, etc.
- Be attentive and respectful in class and on visits to all monuments, churches etc.
- Behave appropriately (no unruly, violent, drunken or disruptive behavior) in the hotels, residences, in class or on excursions.
- Observe the laws and standards of acceptable conduct regarding dress, manners, and drug/alcohol use of the country or countries through which I am traveling.

I understand that if I violate any of these rules, I will be warned once verbally by the course instructor _______________. If the behavior occurs again, I understand that I will be withdrawn from the course and the trip. It will then be my responsibility to make my own way home. My parents/guardians will be informed of this action.

I understand that neither the program nor the US Embassy can obtain release from jail if I am jailed for any reason.

I am responsible for informing the course instructor of any plans to travel during free time before, during, and after the period of the program. I understand that neither the University of Hartford, nor its staff, are responsible for any non-program sponsored travel.

Name (Please print): ______________________________
UHA Student ID _______________________________
Signature: _____________________________________
Date: __________________________________________

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Study Abroad Student Warning Form

Date of Incident or Incident(s): __________________________________________

Nature of incident that violated the “Behavior Contract”:

Date that Verbal Warning Deliver Was Delivered: ___________________________

Signature of Faculty/Leader: _____________________________________________

I acknowledge that I received a verbal warning about my conduct. I am aware that if the behavior occurs again, I will be removed from the program and sent home.

Signature of Student: _________________________________________________
Date: __________________________________________________________________

Please fax this form to the Study Abroad Office 860-768-4726. Attention: Sarah O’Leary