


Date: May 10, 2013
From: James Paul Holloway 
Associate Dean for Undergraduate Education
To: The CoE Community
Re: CoE policy on sponsored student group international travel

The CoE values and encourages international experiences for our students. Many of our student groups and project teams gain considerable engineering experience and intercultural skill through activities abroad.

In order to promote success, health, safety and security for trips involving student groups sponsored by, supported by, or representing their activities as UM or CoE activities, the CoE has implemented the following policy for international travel for CoE student groups. This includes CoE Sponsored Student Organizations (SSOs) and Voluntary Student Organizations (VSOs) traveling on CoE sponsored events. CoE sponsored events are defined by a Student Organization and Recognition Event Sponsorship Agreement that confirms the sponsored status of the trip and its requirements to meet CoE international travel guidelines. Both undergraduate and graduate students are subject to this sponsored group travel policy.

This policy aligns our co-curricular support with existing best practices in education abroad and improves our ability to appropriately advise individual travelers, consider group-level travel needs and respond to student emergencies:

- 1) Groups must provide a full trip proposal, itinerary and contact information to the CoE through the M-Compass system.
- 2) Groups must follow guidance on UM travel warnings. Groups may not travel to destinations under travel restriction by the UM.
- 3) Groups must exercise best practices for health, safety and security, including preplanning and execution. This includes safety planning and operation in student team competitions.
- 4) Groups must submit travel and safety plans for review and approval by the CoE dean or his designee (currently the Associate Dean for Undergraduate Education). Travel plans involving destinations under UM travel warning will also require approval by the UM International Travel Oversight Committee (ITOC). Input from ITOC or other travel safety specialists may also be sought for other travel plans.
- 5) Each individual student traveler must register their travel following CoE provided instructions. (Note: registration will normally be through an M-Compass application set up for each group's travel, and will result in automatic registration in the UM central travel registry).
- 6) Disclosure of disciplinary records is required for CoE sponsored student travelers. This information will be used to advise students about appropriate decisions and behaviors during their CoE sponsored travel and in rare circumstances, to determine eligibility for sponsored group travel. Minor disciplinary issues (e.g. housing violations) will prompt an advising session with students. Serious disciplinary concerns (e.g. sexual assault) will be reviewed by the ADUE, IPE and OSA with the primary goal of weighing individual participation with the overall safety of the entire group. The CoE reserves the right to deny participation in sponsored group travel if there is a serious risk of harm to other group members, the host community or the individual traveler in question. Disciplinary records

will be securely stored within M-Compass. They can be accessed by those with a business need.

- 7) Each student traveler must arrange health insurance under the UM HTH insurance policy (Note: each student will also have emergency evacuation insurance under the UM blanket policy).
- 8) Student travelers must attend a pre-departure orientation provided by the College.

The process for supporting student groups in meeting these requirements will be coordinated by IPE and OSA. For questions please contact TravelAbroad@umich.edu

This policy is consistent with SPG 601.31.

Note: Students traveling individually on university related work (study, research, internships, service, conferences, teaching competitions, design projects, etc.) must also register their travel, purchase insurance under the UM HTH insurance policy, and abide by UM travel warnings and restrictions. Students on personal/leisure travel are also urged to register their travel so that the UM can provide safety information and offer assistance in emergencies.