

UNIVERSITY COUNCIL ON INTERNATIONAL AFFAIRS (UCIA)
RESOLUTION REGARDING STUDENT RESPONSIBILITIES
FOR EDUCATION ABROAD PROGRAMS

(approved by UCIA November 2, 2006)

WHEREAS, Virginia Tech students study at overseas universities, educational centers, and other post-secondary educational programs sponsored by a variety of universities and educational organizations; and

WHEREAS, Virginia Tech seeks to ensure that its students who study abroad maintain health insurance coverage and provide Virginia Tech with information about whom to contact in case of emergency, as well as any known allergies and dietary needs;

THEREFORE, be it resolved that the following policy regarding Virginia Tech students who study abroad on programs sponsored by Virginia Tech as well as programs sponsored by individual universities, educational consortia, or program sponsors must observe the following procedures:

1. The following policy relates to students who participate in programs directly run by a Virginia Tech college, department, or office. It includes semester-long programs as well as VT faculty-led programs at any time throughout the year.
 - a. Students who participate in such programs must submit the following required forms and information at least 30 days prior to the start date of the program. These forms and information must be submitted to the sponsoring department, college, or office, either in paper format or in electronic format via an online database system.
 - i. Program Liability Agreement
 - ii. Health Insurance Certificate
 - iii. Emergency Contact and Information Release Form
 - iv. Allergy and Dietary Needs Form (should be submitted after formal acceptance into the program)
 - v. Other forms required by the sponsoring VT department, college or office
 - b. The sponsoring department, college or office will be responsible for monitoring compliance with this requirement.
 - c. If this information is submitted in paper format, the sponsoring unit must send photocopies of the information contained on these forms to the Education Abroad office in the Office of International Research, Education and Development (OIRE), as required by Presidential Policy Memorandum 225. If the information contained on these forms is submitted in electronic format via an online database system, the sponsoring unit must ensure that Education Abroad/OIRE can access that information online.
 - d. Students who fail to comply with this policy may face the following consequences:
 - i. Have a hold placed on their student records

- ii. Exclusion from the program and loss of non-refundable deposits and payments
 - iii. Loss of access to VT financial aid for the semester or term abroad
- 2. The following policy relates to students who participate in student exchange programs and VT Direct programs managed by Education Abroad/OIRED. It includes semester-long programs as well as summer programs.
 - a. Students who participate in such programs must submit the following required forms and information at least 30 days prior to the start date of the program. These forms and information must be submitted to Education Abroad/OIRED, either in paper format or in electronic format via an online database system.
 - i. Program Liability Agreement
 - ii. Health Insurance Certificate
 - iii. Emergency Contact and Information Release Form
 - iv. Allergy and Dietary Needs Form (should be submitted after formal acceptance into the program)
 - v. Other forms required by the host university that require approval or signature by an official at Virginia Tech
 - b. Education Abroad/OIRED will be responsible for monitoring compliance with this requirement.
 - c. Students who fail to comply with this policy may face the following consequences:
 - i. Have a hold placed on their student records
 - ii. Loss of access to transfer credit at Virginia Tech for the semester or term abroad
 - iii. Exclusion from the program and loss of non-refundable deposits and payments
 - iv. Loss of access to VT financial aid for the semester or term abroad
 - d. In addition, students participating in these programs must submit the following to their Academic Dean
 - i. Authorization/Permission to take courses elsewhere
- 3. The following policy relates to students who participate in for-credit education abroad programs managed and run by foreign universities or outside agencies. By definition, Virginia Tech has no direct role in managing or coordinating these programs, even though students may learn about these programs while studying at Virginia Tech. It includes for-credit semester-long programs, summer programs, and short-term programs at any time during the year. It does not include volunteer programs or internships in which the Virginia Tech student voluntarily participates.
 - a. Students who participate in for-credit programs must submit the following required forms and information at least 30 days prior to the start date of the program. These forms and information must be submitted to Education Abroad/OIRED, either in paper format or in electronic format via an online database system.
 - i. Program Liability Agreement
 - ii. Health Insurance Certificate

- iii. Emergency Contact and Information Release Form
 - iv. Allergy and Dietary Needs Form (should be submitted after formal acceptance into the program)
 - v. Acceptance letter from the host institution or sponsor
 - vi. Other forms required by the host university that require approval or signature by an official at Virginia Tech
- b. Education Abroad/OIRED will be responsible for monitoring compliance with this requirement. It should be recognized that Education Abroad/OIRED sometimes becomes aware of a student's participation in such a for-credit program only after the program has begun. In such cases, Education Abroad/OIRED will request the submission of these forms and information, even though the program has officially begun.
- c. Students who fail to comply with this policy may face the following consequences:
- i. Have a hold placed on their student records
 - ii. Loss of access to transfer credit at Virginia Tech for the semester or term abroad
 - iii. Loss of access to VT financial aid for the semester or term abroad
- d. In addition, students participating in for-credit programs must submit the following to their Academic Dean
- i. Authorization/Permission to take courses elsewhere