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Education Abroad Overview

Program Director’s Agreement of Responsibilities

In addition to filling the role of teacher, the Faculty Director also serves as an administrator, leader, interpreter, decision-maker and diplomat. A Faculty Director’s day does not end when class is over, and he or she is expected to make decisions that are in the best interest of the program and its participants. Directors must be able to uphold and implement KSU policies while at the same time taking advantage of the differences present in a foreign setting. Support systems established by the Education Abroad Office (EAO) have been implemented to assist faculty members with the tasks and responsibilities associated with implementing a successful education abroad program.

The Faculty Director’s responsibilities include but are not limited to the following:

Communication:

- Provide to EAO prior to departure: a program itinerary, participant, director and program staff emergency contact information, copies of passports, and copies of all information given to students;
- Serve as liaison between EAO and on-site institutions, agencies, staff, etc.
- Maintain contact with students throughout the program, counsel as needed on issues of cultural adjustment, conduct, and other non-academic issues.
- Consult with EAO as needed concerning student problems and concerns throughout program.
- Inform the Behavioral Response Team (BRT) and EAO immediately of any emergency or medical situation involving students.
- Provide EAO with regular updates on activities throughout the program;
- Submit a written report to EAO within three weeks of the conclusion of the program highlighting its strengths, weaknesses, opportunities and threats.
- Communicate regularly with EAO year-round as needed with regard to planning and preparation for future programs.

Student Orientation/Management:

- Organize pre-departure orientations (at least two) and an in-country orientation immediately following arrival of students. The orientation should include all of the following issues: review of the student handbook, program administration, communications, lodging, public transportation, health/safety, passports/visas, program rules/behavioral expectations, group dynamics, academic expectations, cross-cultural adaptation, cultural differences, and other daily living concerns
- Organize lodging, meals, transportation, guides and entrance fees for excursions to be conducted in locations of cultural/historical interest (as indicated in program budget).
- Verify service hour requirements for the Global Learning Scholarship.

Safety and Liability:

- The Faculty Director must comply with the Emergency Safety Protocols established by EAO.
- Must provide all students with business cards detailing contact numbers for emergency support and services while on-site.
- The Faculty Director is also responsible to make sure that all participants in the program read and sign-off on the following materials: FERPA, the student statement of responsibility, liability waiver and code of conduct (medical release forms are optional).
- Copies of the above forms must accompany the Program Director on the education abroad program.
- Generally, faculty are required to travel to and from the country of study with the students. Any exceptions must be approved in advance by the EAO Director.
Risk Management and Incident Reporting

Health and Safety Introduction

The following materials have been developed in order to assist program directors help assure the health and safety of participants in education abroad. Please review them carefully, as several actions are required of you.

I. Please read the following documents:
   1. Emergency Protocol for Education Abroad (an abbreviated summary)
   2. Risk and Crisis Management (more specific/detailed protocol for dealing with a crisis)
   3. Education abroad Emergency Contact List (to be kept by program director and on file at EAO)
   4. NAFSA: Association for International Educators Guidelines for Responsible Education Abroad (general guidelines of responsibilities broken down by institution, program faculty, and students)

II. Please ensure that all students in the program read and sign-off on the following materials using Studio Abroad:
   1. Responsibilities of Education Abroad Participants
   2. Education abroad Code of Conduct
   3. KSU Waiver of Liability for Education abroad Participants
   4. Student Statement of Responsibility
   5. Student Handbook (review with students)

Please take these materials with you on the education abroad program, making sure that you have the emergency contact list with you at all times. In addition, please note that all programs are required to conduct at least two orientation sessions and to conduct program and course evaluations. Assistance in the development of orientations is available from EAO.
Overview of Emergency Protocol for Education Abroad

PREVENTIVE:

- Be informed. Utilize the Partner Institution/State Department/Embassy/CDC and other responsible government and NGO contacts to constantly evaluate and monitor the local/international environment.

  To receive the latest update, be sure to enroll in the U.S. State Department's Smart Traveler Enrollment Program

- Visit local health care facilities and have local emergency contact information for the police and hospital.

- Conduct a comprehensive pre-departure orientation that includes detailed discussion about risk management while on education abroad, emergency procedures should they become necessary, and the responsibilities students have to themselves, the group, the faculty and KSU.

- Collect information from students regarding any dietary restrictions, allergies, medications, health concerns. Invite/involve parents/significant others with orientation so that they are aware of the dangers and appropriate protocol in case of emergency.

- Distribute the required student forms and have students acknowledge having read and understood their responsibilities.

- Communicate applicable codes of conduct and consequences for non-compliance. Have a process for the warning and/or dismissal of students in the event of disruptive/dangerous conduct.

- Establish clear, strong, effective lines of communication/decision making with host/partner institutions, home campus, students, and families.

- Have an Emergency Contact list that includes:
  1. On-site local contacts/administrators
  2. U.S. campus administrators (Include EAO, Campus Security, Dean of Student Success, Legal Affairs, and Upper Administration)
  3. Home /cell phone/ office phone for EAO contacts
  4. Student emergency contacts/medical information/passport #
  5. Insurance Provider
  6. 911 equivalent information

RESPONSIVE:

- Document and keep a record of your actions.

- Inform and consult appropriate contacts (local officials, host partners, home campus, and family if FERPA waiver is signed).

- Collect information from multiple sources. Collect as much information as possible.

- Obtain permission for medical treatment when required (done during student orientation).

- Have a reliable language interpreter if needed.
# Education Abroad Emergency Contact List

<table>
<thead>
<tr>
<th>Education Abroad Office</th>
<th>Director of Education Abroad and Exchange Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tel: 470-578-6336</td>
<td>Iyonka Strawn-Valcy</td>
</tr>
<tr>
<td>Hours: Monday – Friday 8am-5pm EST</td>
<td>Tel: 657-444-7976</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Affairs</th>
<th>Dean of Student Success</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flora Devine</td>
<td>Michael Sanseviro</td>
</tr>
<tr>
<td>Tel: 470-578-3562</td>
<td>Tel: 470-578-6310</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Chief International Officer &amp; Vice-Provost for Global Affairs</th>
<th>Provost and Vice-President of Academic Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Askildson</td>
<td>Ken Harmon</td>
</tr>
<tr>
<td>Tel: 574-302-2984</td>
<td>Tel: 470-578-6023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public Safety</th>
<th>Counseling and Psychological Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Emergency: 470-578-6206</td>
<td>Josh Gunn</td>
</tr>
<tr>
<td>Emergency: 470-578-6666</td>
<td>Tel: 470-578-6600</td>
</tr>
</tbody>
</table>
Risk Management

Education abroad may involve unique risks to participants and a higher level of responsibility for supervisors. This document describes how program directors and faculty can best protect their students from harm and themselves from litigation. The final section is devoted to procedures for handling crisis situations abroad. These procedures for handling crises are not optional, and are to be followed exactly by ALL program administrators or faculty in the situations described.

Safety and Tort Liability Issues

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, with negligence being the most common type of tort litigation. In education abroad, the most common example of negligence is a failure to counsel students sufficiently about the risks and dangers (natural, social, political, cultural, and legal) inherent in living in a foreign environment.

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law, and is determined when the risk in question is deemed to be foreseeable through the objective eyes of "a reasonably prudent person in a similar situation." Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in a lawsuit (i.e. a program director who takes a group of students into a known war zone has breached their duty).

With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury (physical or mental) occurred.

It is important to note that the standard of care in education abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks to which they are accustomed. In addition, students may be operating in non-English speaking populations. You must be conscious of this fact during pre-departure preparations and on-site management of your program.

The following are ways to minimize the risk of tort litigation:

- **Program and Site Familiarity**

  You must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. Research the security of all destinations and the areas through which the group will travel using ground transportation. Monitor State Department Travel Advisories and Consular Information Sheets. A site visit/planning trip well before the program begins is absolutely necessary.

- **Supervision and Backup**

  Make sure that someone is always in charge. An assistant director or leader must be available in case the director is unable to function. Students should always be accompanied during group travel. Someone (site director, co-director, faculty member, host institution staff, student leader or KSU staff) should be available to handle emergency situations at all times.

- **Insurance**

  Students going abroad must carry insurance that will cover medical expenses, repatriation of remains, and medical evacuation. This must be made very clear to students upon application and during orientation. If students are attending KSU faculty-led programs, emergency travel insurance will be provided.
**Orientation**

One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is to provide a thorough orientation. The orientation should include:

1. Cautions about alcohol and drug abuse and a warning not to use, carry, buy, or sell illegal drugs.

2. A warning that students are subject to local laws and that little can be done by the program or the U.S. Embassy to help students who are caught breaking the law. In addition, students may also be subject to the code of conduct of Kennesaw State University and U.S. law.

3. Region-specific health information such as the nature, prevention, and treatment of region-specific diseases; required and recommended vaccinations; water and food risks; and description of persistent and epidemic diseases.

4. Travel health information available from the Centers for Disease Control.

5. Advice to prepare a customized medical kit including prescription medications in labeled bottles, generic prescriptions for refills, and an extra pair of eyeglasses (if needed).

6. Information about the physiological and psychological consequences of jet lag, culture shock, homesickness, loneliness, changes in diet, lack of exercise, etc.

7. General instructions for emergency medical situations — using a country’s emergency telephone system (like 911), calling an ambulance, a hospital or doctor, or an embassy or consular office.

8. Prudent advice on how to minimize the possibility of being the victim of crime.

9. Warning to avoid political activity.

10. How to locate routine and emergency professional medical help.

11. Facts on local crime and the political situation. You may wish to distribute the State Department’s Travel Advisories and Consular Information Sheets.

**Ready access to Emergency Information**

It is standard operating procedure to provide students with identification cards that they can carry with them at the program site. Identification cards must include daytime and evening telephone numbers and addresses for the program, and local emergency telephone numbers.

**Keeping Basic Information on Students**

Program directors should have on-site, photocopied information pages from the passports of every student and participating faculty member in case passports are lost or stolen or individual persons have to be identified. Recognizable photographs of program participants should also be on file. These may be printed from StudioAbroad or acquired from an EAO Advisor.

**Contractual Liability**

This form of liability stems from not providing the services or quality of services that are promised. In order to avoid contractual litigation, you should do the following:

1. Be honest about travel, prices, housing, food, etc.
2. Include disclaimers (e.g. prices may vary; services may change) in program literature. For example, "all costs are subject to change because of unanticipated increases in airfares or other program elements or fluctuations in monetary exchange rates."

3. Provide equivalent services when changes are made.

4. Obtain clear, written contracts with service providers that include services, costs, and a refund or alternate plan if first-choice services cannot be provided.
Education Abroad Incident Response and Reporting Procedures

While our emphasis is on prevention, KSU’s emergency plans include procedures for responding and reporting incidents that occur while abroad. Below are our procedures for effectively responding to critical incidents and implementing appropriate methods of collecting, analyzing, and reporting the data.

What is a reportable incident?

Incident reporting should be used for any code of conduct violation which may include crimes or incidents reported or committed by a student that involve bodily harm, the threat of bodily harm, or any racially motivated verbal or physical harassment. This may also include physical or mental illness. In all instances, it is critical to document when the crime or incident occurred, when it was reported, and what response protocol was used by program staff.

All incidents must be reported using the Behavioral Response Team Red Flag Reporting System which can be found at www.kennesaw.edu/brt. The “Red Flag” reporting system was created in an effort to take a planned approach to identifying and assisting individuals who are distresses and/or exhibiting abnormal, threatening or dangerous behavior.

After any incident, the response needs to be timely and professional. It should also be personal and sincere. All incidents should be treated confidentially. The standardized incident report that the overseas staff will generate should address the following:

1. Did the reported event (or events) involve a program student?
2. Time and date of the incident.
3. Did the student need medical attention?
4. Were there witnesses?
5. Was the host institution notified?
6. Was a police report filed?
7. Did the incident affect the rest of the student cohort/program?
8. Any recommended follow-up actions? (i.e. need for counseling, medical check-up, etc)

It is important to note that, at all times, staff should be respectful of a student's privacy. You should not reveal information, even to a student’s family members, without the student’s express written consent (FERPA Waiver). If a reporting student requests anonymity, this request must be honored to the extent permitted by law. Accordingly, no information should be included on the incident report form that would personally identify the victim without his or her consent. In all cases of critical incidents, every effort should be made to encourage the student to contact a parent and/or guardian. If the student’s life is in danger, it may be considered prudent and necessary to involve families; and either to consider sending the student home, or bringing the family members abroad to assist the student. Such actions should be taken in consultation with the EAO.
Education Abroad Critical Incident Management Plan

Preamble

This plan has been developed by the University's Education Abroad Office as an adjunct to Kennesaw State University's Emergency Procedures Plan to ensure the University's critical incident management procedures.

Procedure Description

1. This plan provides a framework for managing a critical incident involving education abroad students

2. This plan includes risk reduction measures, assigned responsibilities, critical incident management and reporting procedures and emergency contact details.

3. This plan applies to all University staff that work with education abroad students involved in critical incidents.

Definitions

A Critical Incident is defined as: a traumatic event, or the threat of such which causes extreme stress, fear or injury to KSU education abroad students, staff or faculty. It can include but is not limited to:

Student arrest
Student is the victim of a crime
Report of missing student
Acute illness (physical or mental)
Student hospitalization, emergency medical evacuation, or death
Drug and alcohol abuse
Sexual assault
Student physical assault
Student suicide attempt
Natural disaster
Fire, explosion, bomb threat
Civil disorder

Responsibilities

1. Plan Contact Officers:

Iyonka Strawn-Valcy, Director of Education Abroad and Exchange Programs
Tara McDuffie, Assistant Director of Education Abroad and Exchange Programs
Nadine Northcutt, Senior Education Abroad Advisor
Michele Miller, Exchange Specialist
Jan Morian, Education Abroad Advisor
Cynthia True, Education Abroad Advisor
Gil Eisner, Education Abroad Advisor
Erin Rasche, Education Abroad Advisor
2. Plan Manager:

Iyonka Strawn-Valcy, Director of Education Abroad and Exchange Programs

Procedures

1. Risk Reduction Measures

The Education Abroad Office is responsible for ongoing risk reduction activities in an effort to minimize critical incidents and the effects on students. These measures include:

a. Education
Ensure that faculty program directors conduct information sessions regarding personal safety, road rules, security, and KSU’s stance regarding drug and alcohol use while abroad are given to all education abroad students. Students are also educated about local support services that can assist and support in case of an emergency.

b. Participation & Building Networks
Students are advised to develop a support network within the group while traveling abroad together (i.e. it is important to use the buddy system rather than travel alone).

c. Staff Training
The Education Abroad Advisors and faculty leaders are required to review and be thoroughly familiar with all of the safety and security procedures in order to be well-prepared to deal with any critical incidents.

d. Emergency Contacts
Per standard operating procedure, program directors will provide all students with emergency contact cards detailing contact numbers for emergency support and services.

2. Designated Officers Responsibilities

The supervising faculty member accompanying the program is the immediate university contact when an education abroad student has been involved in a critical incident. If there is no KSU faculty member accompanying the program, then the first point of contact is the local host. The supervising faculty member, or local host, is responsible for an immediate and appropriate response. When possible they will consult with the Education Abroad Office before taking action.

The supervising faculty member or local host will contact their Education Abroad Advisor or the Education Abroad Office Management at the first available opportunity to report that a critical incident has occurred.

When necessary the Director will escalate the response by contacting senior University staff as required in the University Emergency Procedures Plan and arrange a critical incident team to respond to all ramifications of the incident.

The critical incident team may include:

Dean of Student Success
Provost and Vice-President Academic Affairs
Director of Counseling and Psychological Services
Legal Affairs
Public Safety
Registrar, Financial Aid, Bursar
University Relations
3. Program Faculty and Staff Response to Critical Incident

a. Immediate response:

i. Assess the risk to student, others, and self. Take actions to ensure all parties involved are safe from further harm.

ii. Assess if there is a risk of further harm to the student, harm to the education abroad participants, or other life or property. The assistance of emergency services must be requested immediately if necessary.

iii. Arrange medical treatment as soon as possible if necessary, and provide immediate appropriate personal support, and any other assistance as reasonably required.

iv. Identify the full name and student identification number of the student(s) involved in the critical incident (if possible).

v. Contact the EAO Office or Director of the Education Abroad Office. This person will advise on the need for further action.

vi. The program director and Education Abroad Office will make notes of key facts of the incident at the first available opportunity.

vii. The Director of the Education Abroad Office will notify the other relevant members of the critical incident team, and request additional support and/or escalation of management of the incident if required.

This phase is completed when the student is safe from further harm, in receipt of necessary immediate support and services, and in a stable care environment.

b. Secondary response:

i. The Faculty Program Director and Education Abroad Advisor responding to the situation should discuss the critical incident with the Director of the Education Abroad Office to determine the next course of action.

ii. The Education Abroad Office is to identify other interested parties who may need to be notified, or may be affected by the incident, and inform the Director who will advise on an appropriate communication and support response.

iii. Sensitivity to the student's wishes in terms of contact and notifying others must receive high priority where it does not conflict with statutory obligations placed on the University and its staff.

iv. The Education Abroad Office will arrange access to counselors for students and staff affected, as necessary. The Director of the Education Abroad Office may establish an information point for students, family, and others who are affected by the situation as necessary.

v. The Director of the Education Abroad Office, in conjunction with the faculty program director or on-site host, is to assess if emergency funds or other resources are required.

vi. The Director of the Education Abroad Office, in conjunction with the faculty program director or on-site host, is to make all necessary arrangements depending on the situation (e.g. extra security, funeral arrangements, etc.

vii. The Director of the Education Abroad Office will consult with University Media Relations and the Legal Office at the first available opportunity to provide a briefing regarding the incident.
viii. The Faculty Program Director or on-site host responding to the situation must submit a full written report of the incident and response.

ix. This phase is complete when all affected parties have been notified and support services have been mobilized (as required), necessary practical arrangements made, and an incident report form filed.

c. **Follow up response**

i. Review the implications of the incident for the student's academic studies and determine the need for alternative accommodations and implement a support plan if required.

ii. Review the incident and identify implications for future responses. Develop plans and amend policy if necessary to prevent a recurrence of the incident or any shortcomings in the response.

d. **Critical Incident Reporting**

I. The Faculty Program Director or on-site host managing the critical incident is required to establish the facts and keep detailed records.

II. These records must be kept on file and marked as confidential.

III. These records may be used in the case of coronial enquiry, media interest, and/or police investigation.

**Confidentiality and Privacy**

Permission must be sought from the student to disclose personal information as outlined in the Privacy Act, except in the case that there is concern for the student’s safety and disclosure of the information may lessen or prevent a serious and imminent threat to the students' life, health or safety.
# Education Abroad Office Contact Telephone Numbers

**Education Abroad Office**  
Kennesaw State University  
*Hours: Monday – Friday 8am-5pm EST*  
*Phone: 470-578-6336*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lance Askildson</td>
<td>Chief International Office &amp; Vice-Provost for Global Affairs</td>
<td>+1-470-578-2368</td>
</tr>
<tr>
<td>Iyonka Strawn-Valcy</td>
<td>Director of Education Abroad and Exchange Programs</td>
<td>+1-470-578-7787</td>
</tr>
<tr>
<td>Tara McDuffie</td>
<td>Assistant Director of Education Abroad and Exchange Programs</td>
<td>+1-470-578-2672</td>
</tr>
<tr>
<td>Nadine Northcutt</td>
<td>Senior Education Program Coordinator</td>
<td>+1-470-578-2092</td>
</tr>
<tr>
<td>Cynthia True</td>
<td>Education Abroad Program Coordinator</td>
<td>+1-470-578-7628</td>
</tr>
<tr>
<td>Gil Eisner</td>
<td>Education Abroad Program Coordinator</td>
<td>+1-470-578-2924</td>
</tr>
<tr>
<td>Erin Rasche</td>
<td>Education Abroad Program Coordinator</td>
<td>+1-470-578-2416</td>
</tr>
<tr>
<td>Supathi Puri</td>
<td>Education Abroad Program Coordinator</td>
<td>+1-470-578-3787</td>
</tr>
<tr>
<td>Nicole Meanor</td>
<td>Education Abroad Program Coordinator</td>
<td>+1-470-578-7629</td>
</tr>
<tr>
<td>Jemma Gray</td>
<td>Education Abroad Operations Coordinator</td>
<td>+1-470-578-3950</td>
</tr>
</tbody>
</table>

When contacting the Education Abroad Office, you should ask for Iyonka Strawn-Valcy or Tara McDuffie. If neither is available, you should try to reach Lance Askildson at 470-578-2368 or Michael Sanseviro at 470-578-6310.
Emergency Medical Insurance

The Education Abroad Office’s emergency medical insurance is currently provided by Cultural Insurance Services International (CISI) which has designed a plan for the University System of Georgia Board of regents Programs Abroad. In the event of an emergency, please refer to your policy brochure and contact CISI directly. CISI and EAO will work with AXA Assistance to provide the best response plan to ensure the health and safety of faculty, staff and students while abroad.

For more information about CISI please visit www.culturalinsurance.com. For more information about AXA Assistance please visit www.axa-assistance.us

If you have any questions regarding your benefits or the claim submission process, do not hesitate to contact us. Please include your policy number on all communications submitted to us by email or mail.

Phone: (800) 303-8120 ext. 5130 (calling toll-free from within the US)
      (203) 399-5130 (calling from outside of the US, collect calls accepted)

Email: claimhelp@culturalinsurance.com

Mail: 1 High Ridge Park, Stamford, CT 06905

In cases of medical emergency, please contact our emergency assistance provider:

Emergency Assistance Provider: AXA Assistance

Phone: (855) 327-1411 (calling toll-free from within the US)
      (312) 935-1703 (calling from outside of the US, collect calls accepted)

Email: MEDASSIST-USA@AXA-ASSISTANCE.US
Appendices
Kennesaw State University Education Abroad Code of Conduct

RESPONSIBILITIES OF EDUCATION ABROAD PARTICIPANTS

In Education Abroad, participants can have a major impact on their own health and safety abroad through the decisions they make before and during the program and by their day-to-day choices and behaviors.

Participants should:

a. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

b. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

c. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

d. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy education abroad experience.

e. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the providers.

f. Inform parents/guardians/families and any others who may need to know about their participation in the education abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

g. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program;

h. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

i. Accept responsibility for their own decisions and actions.

j. Obey host country laws.

k. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

l. Understand that the possession, purchase, or consumption of illegal drugs is prohibited.

m. Avoid excessive or irresponsible consumption of alcohol.

n. Keep program staff informed of their whereabouts and well-being.

o. Become familiar with the procedures for obtaining emergency health and legal system services in the host country.

All participants are expected to adhere to the following code of conduct. Students accused of violating this policy will meet with the program director to explain their actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.

If a student has violated a rule but been allowed to remain in the program, the director will have the KSU EAO Office contact the student’s parent(s), guardian or emergency contact [provided student signed the FERPA waiver] to obtain their assistance in correcting the student’s behavior and to inform the parent(s) that the student will be terminated from the program on the next violation.
The following constitute a violation of policy:

1. Possession, distribution, and or wrongful use of drugs (controlled substances) as defined by the State of Georgia is prohibited regardless of the laws of the host country or countries where the program takes place.

2. Excessive alcohol use is prohibited. Excessive alcohol use includes but is not limited to the following:
   a. Consumption of alcohol to the extent that the student requires medical intervention or transport.
   b. Endangering self or others while under the influence of alcohol.
   c. Causing property damage while under the influence of alcohol.
   d. Causing a disruption to the program’s educational mission while under the influence of alcohol.
   e. Causing a disruption to the community while under the influence of alcohol.
   f. Any incident of alcohol consumption that demonstrates a pattern of alcohol abuse.

3. Students are prohibited from damaging or destroying facilities or property. Students responsible for violating this policy will be required to cover the costs of repair or replacement.

4. Fighting is strictly prohibited.

5. Theft of property is strictly prohibited.

6. Students who travel on weekends without faculty members are required to provide their destinations, probable time of return, and contact information.

7. No person shall subject another person to unwelcome sexual overtures or conduct, either verbal or physical.

8. No student shall act in a manner that can reasonably be expected to disturb the academic pursuits of others or infringe upon the privacy, rights, or privileges of others, or the health or safety of him/herself or other persons.

Other Penalties for Violations

1. Once a student has violated a rule but been allowed to remain in the program at the discretion of the director, if a second violation of any rule occurs then the student will meet with the program director to explain his/her actions. After this meeting, if the program director determines that a violation of this policy has taken place, the student will be terminated from the program and sent home at his/her own expense.

2. If a student has been terminated from the program, the director will have EAO contact the student’s parent(s), guardian, or emergency contact, who will be notified within 24 hours of the termination [provided that the student signed the FERPA waiver] that the student is no longer enrolled in the program and has been asked to return home at his/her own expense.

Documentation

If a student violates this KSU Education abroad Code of Conduct, they will have the opportunity to meet with the program director to explain their actions before a decision is made. The program director will document in writing the alleged policy violation, a summary of available evidence, the program director’s decision, and any sanction(s) to be applied to the student. This written documentation should be sent within 24 hours of the decision (email or fax) to the KSU Education Abroad Office. The Education Abroad Office will forward this documentation to the KSU Office of Judiciary Programs if the student is enrolled at Kennesaw State University, or to the conduct office of the student’s home institution if they is not enrolled at KSU.
Medical Information

For certain medical conditions, you may be required to provide written consent from a physician, or demonstrate that you have sought a physician’s advice about appropriate precautions to take on this trip, and to bring an adequate supply of any prescribed medications. (If uncertain as to fitness for participation, be certain to consult your physician.) Supplemental health insurance is included in the cost of the program (see brochure for coverage details).

Release and Waiver of Liability:

I acknowledge that participation in a education abroad travel program involves some risks of injury, illness, or loss of personal property. I agree to release and forever discharge the Board of Regents of the University System of Georgia, its members individually and its officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind or nature arising from, and by reason, of any and all known and unknown, foreseen and unforeseen bodily and personal injuries including death, damages to property and the consequences hereof resulting from my participation in this Education abroad Program.

I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study. I hereby authorize the leaders of this program to provide necessary medical treatment or services for me at my expense. Furthermore, I understand that this Release and Waiver of Liability shall be effective for a period of one year from this date.

Appropriate Conduct and Early Dismissal From the Program:

I understand that the participants in this Education abroad Program are required to exhibit appropriate conduct while enrolled in the program and that the program director has full authority to determine the appropriateness of a participant’s conduct. Appropriateness will be judged based on local laws, regulations, customs, program rules and schedules. I acknowledge that if the director finds my conduct inappropriate, they may order my early dismissal from the program. Dismissal means that I will be sent home as soon as practical in the director’s judgment, cover the cost of the unscheduled early trip with my own funds, and will receive no refund on participant fees paid into the program.

Date: ___________________________

Name: __________________________

KSU ID #: _________________________

Signature: _________________________
Student Statement of Responsibility

1. I acknowledge that participation in an education abroad program involves some risk of injury, illness, or loss of personal property. I have read the handout on the Responsibilities of Participants and understand that I am responsible for my day-to-day choices and behaviors regarding my own health and safety before and during the program. I have also read the handout and understand the KSU Student Code of Conduct Abroad.

2. I agree to the best of my ability to fully participate in all required program activities and course meetings.

3. I understand that regardless of my citizenship, I will be subject to the laws of the host country. I understand that being charged with any infraction of the laws of the host country is grounds for immediate expulsion from the program, without refund. In addition, I understand that should I have any legal problems in the host country, I will be responsible for any legal costs incurred as a result.

4. I agree that I, along with my parents or guardian (if applicable), will be fully responsible for any and all expenses, including transportation costs, associated with or in any way related to my medical care. I will be responsible for bringing a supply and administering any prescribed medications. I further certify that, to the best of my knowledge, I am in good health and physically capable of undertaking an intensive program of foreign study; any medical or health-related problems have been stated on the emergency medical information form.

5. I agree that in the event that I become detached from the group due to failure to meet the group at an assigned time, I will bear all responsibility to seek out, contact, and reach the group at its next available destination. I understand that I will bear all the costs involved in contacting and reaching the group.

6. I agree that I shall be subject to the supervision, authority, and standards of conduct stipulated by the faculty in charge. I further acknowledge that the supervising faculty have the sole authority to make decisions regarding the continued participation of any individual in the program whose conduct may necessitate disciplinary action.

7. I understand that if my participation in the program is terminated by the Program Director, I will be dismissed from the program with no refund of fees. If I am dismissed before the completion of the program, I agree that I, along with my parents or guardian (if applicable), will be responsible for any and all costs and expenses associated with my return home. I also understand that if I leave the program voluntarily for any reason, including illness, I will be responsible for any and all costs and expenses associated with my return home and that there will be no refund of any fees.

8. I authorize Kennesaw State University to communicate in emergency situations with the contact person(s) provided in my application materials. I authorize supervising faculty to obtain and provide emergency medical treatment and services that I may require during the program.

9. I understand that during free time within the period of the program, and after the period of the program, I may elect to travel independently at my own expense. I agree to inform a supervising faculty member of my travel plans and I understand that neither Kennesaw State University nor program staff are responsible for me while I am traveling independently during such free time.

________________________________________  __________________________
Signature of Participant                        Date

________________________________________  __________________________
Name of Participant (Print)                   KSU ID #
NAFSA Guidelines for Responsible Education Abroad: Good Practices for Health & Safety by the Interorganizational Task Force on Safety and Responsibility in Study Abroad

The Interassociational Advisory Committee on Safety and Responsibility in Study Abroad (formerly the Interorganizational Task Force on Safety and Responsibility in Study Abroad) was formed as a joint venture a number of professional organizations and study abroad providers. One outcome of this task force was the creation of "Responsible Study Abroad: Good Practices for Health & Safety."

1. Responsibilities of Program Sponsors

2. Responsibilities of Participants

3. Recommendations to Parents/Guardians/Families

Statement of Purpose

Because the health and safety of study abroad participants are primary concerns, these statements of good practice have been developed to provide guidance to institutions, participants (including faculty and staff), and parents/guardians/families. These statements are intended to be aspirational in nature. They address issues that merit attention and thoughtful consideration by everyone involved with study abroad. They are intentionally general; they are not intended to account for all the many variations in study abroad programs and actual health, safety, and security cases that will inevitably occur. In dealing with any specific situation, those responsible must also rely upon their collective experience and judgment while considering their specific circumstances.

1. Responsibilities of Program Sponsors

The term "sponsors" refers to all the entities that together develop, offer, and administer study abroad programs. Sponsors include sending institutions, host institutions, program administrators, and placement organizations. To the extent reasonably possible, program sponsors should consider how these statements of good practice may apply. At the same time, it must be noted that the structure of study abroad programs varies widely. Study abroad is usually a cooperative venture that can involve multiple sponsors. Because the role of an organization in a study abroad program may vary considerably from case to case, it is not possible to specify a division of efforts that will be applicable to all cases. Each entity should apply these statements in ways consistent with its respective role. In general, practices that relate to obtaining health, safety, and security information apply to all parties consistent with their role and involvement in the study abroad program. Much of the basic information is readily available and can be conveyed to participants by distributing it and/or by referring them to, or utilizing materials from, recognized central sources. Statements of good practice that refer to the provision of information and the preparation of participants are intended for parties that advise, refer, nominate, admit, enroll, or place students. Statements of good practice that suggest operating procedures on site apply to entities that are directly involved in the operation of the overseas program.

It is understood that program sponsors that rely heavily on the collaboration of overseas institutions may exercise less direct control over specific program components. In such cases, sponsors are urged to work with their overseas partners to develop plans and procedures for implementing good practices.

The use of letters is provided for ease of reference only and does not imply priority.

Program sponsors should:

A. Conduct periodic assessments of health and safety conditions for their programs, and develop and maintain emergency preparedness processes and a crisis response plan.

B. Provide health and safety information for prospective participants so that they and their parents/guardians/families can make informed decisions concerning preparation, participation, and behavior while on the program.
C. **Provide information concerning aspects of home campus services and conditions that cannot be replicated at overseas locations.**

D. **Provide orientation to participants prior to the program and as needed on site, which includes information on safety, health, legal, environmental, political, cultural, and religious conditions in the host country.** In addition to dealing with health and safety issues, the orientation should address potential health and safety risks, and appropriate emergency response measures.

E. **Consider health and safety issues in evaluating the appropriateness of an individual's participation in a study abroad program.**

F. **Determining criteria for an individual's removal from an overseas program taking into account participant behavior, health, and safety factors.**

G. **Require that participants be insured.** Either provide health and travel accident (emergency evacuation, repatriation) insurance to participants or provide information about how to obtain such coverage.

H. **Conduct inquiries regarding the potential health, safety, and security risks of the local environment of the program, including program-sponsored accommodation, events, excursions, and other activities, prior to the program.** Monitor possible changes in country conditions. Provide information about changes and advise participants and their parents/guardians/families as needed.

I. **Hire vendors and contractors (e.g. travel and tour agents) that have provided reputable services in the country in which the program takes place.** Advise such vendors and contractors of the program sponsor's expectations with respect to their role in the health and safety of participants.

J. **Conduct appropriate inquiry regarding available medical and professional services.** Provide information about these services for participants and their parents/guardians/families, and help participants obtain the services they may need.

K. **Develop and provide health and safety training for program directors and staff, including guidelines with respect to intervention and referral that take into account the nature and location of the study abroad program.**

L. **Develop codes of conduct for their programs; communicate codes of conduct and the consequences of noncompliance to participants.** Take appropriate action when aware that participants are in violation.

M. **In cases of serious health problems, injury, or other significant health and safety circumstances, maintain good communication among all program sponsors and others who need to know.**

N. **In the participant screening process, consider factors such as disciplinary history that may impact on the safety of the individual or the group.**

O. **Provide information for participants and their parents/guardians/families regarding when and where the sponsor's responsibility ends and the range of aspects of participants' overseas experiences that are beyond the sponsor's control.**

In particular, program sponsors generally:

A. **Cannot guarantee or assure the safety and/or security of participants or eliminate all risks from the study abroad environments.**

B. **Cannot monitor or control all of the daily personal decisions, choices, and activities of participants.**

C. **Cannot prevent participants from engaging in illegal, dangerous, or unwise activities.**

D. **Cannot assure that U.S. standards of due process apply in overseas legal proceedings, or provide or pay for**
legal representation for participants.

E. Cannot assume responsibility for actions or for events that are not part of the program, nor for those that are beyond the control of the sponsor and its subcontractors, or for situations that may arise due to the failure of a participant to disclose pertinent information.

F. Cannot assure that home-country cultural values and norms will apply in the host country.

2. Responsibilities of Participants
In study abroad, as in other settings, participants can have a major impact on their own health and safety through the decisions they make before and during their program and by their day-to-day choices and behaviors.

Participants should:
A. Assume responsibility for all the elements necessary for their personal preparation for the program and participate fully in orientations.

B. Read and carefully consider all materials issued by the sponsor that relate to safety, health, legal, environmental, political, cultural, and religious conditions in the host country(ies).

C. Conduct their own research on the country(ies) they plan to visit with particular emphasis on health and safety concerns, as well as the social, cultural, and political situations.

D. Consider their physical and mental health, and other personal circumstances when applying for or accepting a place in a program, and make available to the sponsor accurate and complete physical and mental health information and any other personal data that is necessary in planning for a safe and healthy study abroad experience.

E. Obtain and maintain appropriate insurance coverage and abide by any conditions imposed by the carriers.

F. Inform parents/guardians/families and any others who may need to know about their participation in the study abroad program, provide them with emergency contact information, and keep them informed of their whereabouts and activities.

G. Understand and comply with the terms of participation, codes of conduct, and emergency procedures of the program.

H. Be aware of local conditions and customs that may present health or safety risks when making daily choices and decisions. Promptly express any health or safety concerns to the program staff or other appropriate individuals before and/or during the program.

I. Accept responsibility for their own decisions and actions.

J. Obey host-country laws.

K. Behave in a manner that is respectful of the rights and well-being of others, and encourage others to behave in a similar manner.

L. Avoid illegal drugs and excessive or irresponsible consumption of alcohol.

M. Follow the program policies for keeping program staff informed of their whereabouts and well-being.

N. Become familiar with the procedures for obtaining emergency health and legal system services in the host county.
3. Recommendations to Parents/Guardians/Families

In study abroad, as in other settings, parents, guardians, and families can play an important role in the health and safety of participants by helping them make decisions and by influencing their behavior overseas.

Parents/guardians/families should:
A. Be informed about and involved in the decision of the participant to enroll in a particular program.

B. Obtain and carefully evaluate participant program materials, as well as related health, safety, and security information.

C. Discuss with the participant any of his/her travel plans and activities that may be independent of the study abroad program.

D. Engage the participant in a thorough discussion of safety and behavior issues, insurance needs, and emergency procedures related to living abroad.

E. Be responsive to requests from the program sponsor for information regarding the participant.

F. Keep in touch with the participant.

G. Be aware that the participant rather than the program may most appropriately provide some information.