

## **Travel Abroad Procedures**

These procedures are intended for the student traveling and for the College employee who is responsible for a student or group traveling abroad. The program provider (the Tennessee Consortium for International Studies—TnCIS) and the group leader should provide in writing to the students all pertinent information for the trip prior to departure.

- A. The information should include, but not be limited to:
  1. Transportation to and from the site as well as during the program stay. Mode of transportation that will be used.
  2. Accommodations (housing) that will be used.
  3. Cultural diversity specific to location, including local customs and laws.
  4. Behavioral expectations.
  5. Safety precautions at all sites and any known dangers.
  6. Facilities for medical emergencies and psychiatric assistance.
  7. Evacuations in the event of an emergency.
  8. Insurance for each student to include evacuation for medical purposes or repatriation of remains.
  9. Copies of all required forms that must be completed before departing.
  10. Currency needed and exchange rates.
  11. Climate for the season.
  12. Passport and other forms of identification.
  
- B. The program provider and the group leader should be knowledgeable of the sites and the various protocols. All group leaders will be required to complete an orientation which shall include but not be limited to the following:
  1. Emergency protocol
  2. Crisis management
  3. Health and safety issues
  4. Finances related to program
  5. Academic matters.
  
- C. Orientation session(s) will be mandatory for all the students to review and discuss the printed information and discuss all pertinent information concerning the travel abroad program.
  
- D. The program provider will maintain a list of students' emergency contacts and provide a copy of the list to the group leader and other appropriate parties. In the event of an emergency, the campus contact person will be immediately notified. It is the responsibility of the campus contact to make any further communications to the student's family, if deemed appropriate. Students will be required to provide a notarized Medical Surrogacy form and a medical history form prior to departure.
  
- E. The program provider and the group leader are responsible for ensuring that students read and understand the College regulations that govern student conduct while traveling and the disciplinary procedures that will be enforced if there is a violation (including requiring a student to return home without the group). Each student will be required to sign a Behavioral Contract and a notarized Agreement to Provide Services prior to travel.