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CONDUCT OF INTERNATIONAL PROGRAMS IN THE UNIVERSITY OF WISCONSIN SYSTEM

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Preamble

The University of Wisconsin System, consistent with its missions in teaching, research, and service, is actively involved in the international dimensions of higher education. International education has become an integral and vital component of University life, and its importance will continue to expand. Increasing numbers of UW System students, faculty, and staff will be part of and contribute to the necessary expansion of knowledge and training in a global environment. Participation in study abroad and other global experiences is not representative across racial, ethnic, gender, field of study grounds, and every effort should be made to increase participation by underrepresented groups on each campus.

The international activities conducted by UW System institutions are diverse, reflecting the talents and expertise of their faculty and staff and the interests of their students. A strength of the UW System's international efforts has been their distinctive individuality, nurtured at each institution in accordance with its mission and resources. The broad conduct of international programs, however, is guided by the policies outlined in the following document. ACIS 7.1-4 have been in effect since 1993; ACIS 7.1-2 were revised in 1999.

ACIS 7.1-4 articulate policy guidelines in four primary areas of international education: 1) programs for UW students abroad, 2) teaching and research activities of UW faculty abroad, 3) admissions, employment, and service procedures for international students and scholars, and 4) contractual training and sponsored student programs hosted by UW System institutions. These UW System Policy Guidelines serve as the framework for all current and future international activities.

These UW Policy Guidelines extend standards of conduct to encompass the international activities of all University of Wisconsin employees and the international programs of all UW System institutions. Any exception to their provisions requires the approval of the institution's vice chancellor, with notice provided to the UW System Council on International Education and the Senior Vice President for Academic Affairs.

ACIS 7.1: Development and Operation of Off-Campus International Educational Programs for University of Wisconsin System Students

The University of Wisconsin System supports off-campus international educational programs as a valid, desired, and increasingly important part of undergraduate and graduate education. The UW System encourages its constituent institutions to provide study abroad opportunities that meet the legitimate academic needs of their students. The UW System recognizes that such programs may take a variety of forms, including traditional semester and academic-year experiences, internships, service learning, and shorter-term international programs. All programs abroad operated, sponsored or approved for academic credit by any UW System institution are expected to maintain standards of quality in the delivery of instruction, support services, and administration which are consistent with the educational excellence that every student is entitled to receive. In general, UW institutions will exercise due diligence regarding programs they operate, sponsor or recommend to ensure that they are :

- appropriate to the mission of the institution;
- integrated into the undergraduate and graduate curricula of the sponsoring institution;
- subject to regular, periodic evaluation and assessment according to the institution's normal review procedures for academic programs and academic support programs;
- comply with all applicable federal and state laws and regulations.

In addition, programs operated or sponsored by any UW System institution abroad shall adhere to the specific guidelines listed below.

A. Safety and Welfare of Participants:

1. A program is responsible for monitoring and disclosing to participants U.S. State Department Consular Information Sheets, Public Announcements, and Travel Warnings. A program will also advise participants on essential health and safety considerations, including the Center for Disease Control Travel Information: Health Recommendations.
2. Every participant must receive, sign, and return the UW System Uniform Statement of Responsibility, which establishes informed consent, assumption of risk, and understanding of the terms and conditions of the program abroad.
3. A program will provide information on available medical care in the host country; if available medical care is a cause for concern, participants will be so informed.
4. Every participant should be informed about the availability of, and should be required to purchase, accident and health insurance and medical evacuation and repatriation insurance.
5. Every program must have in place an emergency response plan that takes into consideration NAFSA's current Best Practices. Emergency response plans or program policies must designate one or more campus representatives responsible for making final decisions on whether to send

students abroad, keep students abroad during a crisis situation, and/or return students to the U.S.

6. Programs will instruct participants to register at the nearest United States embassy or consulate.
7. A program will provide information for participants regarding the scope of the sponsor's responsibility. In particular, program sponsors generally:
 - Cannot guarantee or assure the safety of participants or eliminate all risks from the study abroad environments.
 - Cannot monitor or control all of the daily personal decisions, choices, and activities of individual participants.
 - Cannot assure that U.S. standards of due process apply in overseas legal proceedings or provide or pay for legal representation for participants.
 - Cannot assume responsibility for the actions of persons not employed or otherwise engaged by the program sponsor for events that are not part of the program or that are beyond the control of the sponsor, or for situations that may arise due to the failure of a participant to disclose pertinent information.
 - Cannot assure that home-country cultural values and norms will apply in the host country.

B. Recruitment, Admission, Orientation, Participation, and Re-entry:

1. Recruitment materials and/or advising shall provide a description of the program that includes selection criteria, estimated cost, and services provided.
2. A program will select students for participation on the basis of criteria appropriate to its academic, cultural, and educational objectives.
3. UW System institutions will provide reasonable access to programs abroad for students with disabilities.
4. A program will provide pre-departure and/or on-site orientation for all participants, including emergency contact information.
5. A program will communicate to participants the applicable codes of student conduct and consequences of non-compliance as well as a list of participant responsibilities.
6. UW System institutions, in consultation with faculty and departments, will grant appropriate academic credit for coursework successfully completed on educational programs abroad which they operate or sponsor. Each UW System institution will inform participants as completely and accurately as possible about the process it follows in awarding credit for study abroad and provide academic advising to facilitate integration of coursework abroad with a participant's major field and degree requirements.

C. Host Country Consideration:

To promote the free exchange of ideas and knowledge, no restrictions shall be placed on the establishment or maintenance of programs in other countries based on the political, religious, racial, ethnic, or ideological characteristics of a host country or its government.

D. Financial Management:

1. Recognizing the need for flexibility while maintaining accountability, the UW System has established a policy for the financial management of study abroad programs to govern the assessment of program fees and related procedures. [See Financial Policy and Procedure Paper #45, "Study Abroad Programs," dated July 1, 1993.]
2. All program fees collected from students shall use approved state accounts, with appropriate management and auditing procedures.
3. Each institution shall maintain a minimum emergency reserve/contingency fund equal to at least \$100 times the number of students sent abroad each year or an amount adequate to respond to emergencies and unforeseen problems. Institutions shall develop policies related to funding levels appropriate to the institution or program and to acceptable uses of the emergency reserve/contingency fund and should designate one or more campus representatives to be responsible for making decisions related to appropriate use and expenditure of reserve/contingency funds.
5. As state-supported public universities, UW System institutions will exercise care in contracting relationships with for-profit institutions and agencies, to ensure that such arrangements are determined to be in the best interests of students, and that any pecuniary benefit received accrue to the benefit of students. All contracts must conform to Wisconsin State statutes and purchasing requirements.

**Suggested Study Abroad Program Checklist
for Implementation of ACIS 7.1**

Name of Program: _____

Dates of Program: _____

Program Director: _____

I. Program Design

- _____ program is appropriate to the mission of the institution
- _____ program is integrated into the curricula of the home institution
- _____ program coursework has been approved for academic credit
- _____ academic advising is provided
- _____ pre-departure and/or on-site orientation is provided
- _____ participants are told to register with U.S. embassy or consulate
- _____ procedures to develop a suitable emergency evacuation plan are in place
- _____ a program evaluation/assessment procedure has been established
- _____ a plan for periodic evaluation and assessment is established

II. Information Provided to Participants

- _____ relevant U.S. State Department information and advisories
- _____ relevant health and safety considerations
- _____ UW System Uniform Statement of Responsibility (then signed and returned to appropriate office)
- _____ information about medical, evacuation and repatriation insurance and student's requirement and responsibility to obtain
- _____ program requirements, participant responsibilities and code of conduct
- _____ estimated program costs and services provided
- _____ disclosure of any financial benefits to UW employees (available upon request)
- _____ when and where sponsor's responsibility ends (as per ACIS 7.1 A. 7)

III. Financial Issues

- _____ financial management consistent with Financial Policy and Procedure Paper 45
- _____ reserve/contingency funds available
- _____ compliance with state purchasing requirements

ACIS 7.2: University of Wisconsin System Faculty and Academic Staff Abroad

The institutions of the UW System recognize the value of faculty and academic staff developing global competence. These institutions encourage and support activities abroad for professional development, teaching, research, and service to the host countries. The UW System recognizes that these activities vary not only in purpose, but also in duration, type of arrangement with the host country, responsibilities to the home institution, and funding source. Despite these considerable variations, certain overall principles and policy guidelines apply.

A. The Responsibilities of the Faculty and Academic Staff

Faculty and academic staff abroad:

1. Are governed by the same policies that define faculty and academic staff rights and responsibilities on the home campus.
2. Should be sensitive to the customs of the host country and act in accordance with the laws of the host country.
3. Should be willing, upon return to the home campus, to provide the broadest value to the institution of the time spent abroad.

B. The Responsibilities of the Institution and the System

1. The home institution should consider incentives to encourage its faculty and academic staff to participate in programs abroad. These incentives may include, but are not limited to:
 - a. Priority in considering faculty who include work abroad in a sabbatical.
 - b. Recognition to the home department for services provided by faculty or academic staff abroad.
 - c. Tenure, promotion, and merit processes which appropriately recognize the value of accomplishments abroad.
 - d. Acknowledgement and provision for an allowance/differential for the cost of living abroad.
2. The home institution should provide orientation and training for faculty or academic staff with program duties abroad.
3. The home institution should seek to extend the same rights, responsibilities, and protections of academic freedom that apply on the home campus.
4. The UW System and its institutions should consider ways to reduce disincentives for faculty and academic staff to accept professional assignments abroad. Such measures may include, but are not limited to:
 - a. Modification of current policies to ensure inclusion of faculty and academic staff abroad in the merit/reward process.

- b. Provision of partial replacement funding to academic units that release faculty or academic staff to administer or teach in study abroad programs.
- c. Guidelines for the evaluation of service abroad to give equitable consideration for personnel matters regarding tenure, promotion, seniority, and merit.

C. Host Country Considerations

- 1. UW institutions are urged to encourage and help support, when possible, their faculty and academic staff who undertake research, teaching or administrative work related to their University responsibilities in all regions of the world.
- 2. To promote the free exchange of ideas and knowledge, there shall be no restrictions placed on the destinations of faculty or academic staff who engage in legitimate research or teaching, participate in technical assistance projects, consulting, or academic conferences, or engage in similar activities appropriate to their professional development.

ACIS 7.3: Admission and Delivery of Services to International Students and for the Employment and Delivery of Services to International Faculty and Academic Staff at UW Institutions

The University of Wisconsin affirms the value of cultural diversity represented by international students, faculty, and academic staff at UW institutions. The University encourages its constituent institutions to receive international students and faculty into their communities in order to strengthen and expand the global academic market of ideas and knowledge. The University recognizes that international students and scholars have legitimate special needs, many of which are imposed by federal immigration laws and others which are ethical responsibilities.

A. Recruitment and Admission of Students

1. UW System institutions will exercise care and abide by the ethical code of conduct established by NAFSA when contracting relationships with organizations or agencies which recruit international students on a per capita fee basis to ensure that such arrangements are in the best interests of students. All contracts must conform to Wisconsin State Statutes and purchasing requirements. Admissions decisions shall in all cases be made by the University in accordance with established academic criteria and such other requirements as the U.S. Department of Homeland Security (DHS) may impose upon non-immigrant foreign nationals.
3. UW institutions will seek reasonable and appropriate consistency in determining certain admissions standards, such as TOEFL scores, transfer credit policies, recognition of degrees from foreign institutions, and the like, recognizing that differential policies in such areas may damage the academic credibility of the UW System. [See also ACIS 6.0 (III.D), "UW System Undergraduate Transfer Policy."]
4. UW institutions will establish reasonable and appropriate consistency in determining procedures for tuition payment, acceptance deposits, and other financial matters, taking into account the logistical constraints, which may be posed by international currency transfers.

B. Academic Support and Other Services

1. Every UW institution that receives international students will provide an orientation program that specifically addresses the particular needs of those individuals.
2. Every international student will enroll in a health insurance program contracted by the UW System or one of its constituent institutions, unless a waiver is granted for comparable or superior coverage. The premium for such insurance will be added to the student's regular institutional billing for tuition, fees, and services.
3. Any UW institution which admits students with English proficiency performance below established standards will provide an appropriate, professionally staffed ESL program to remedy such deficiencies. The

students will pay fees for such programs, if not otherwise provided by UW tuition.

4. UW institutions will seek to provide international students with fair and reasonable access to classes, housing, and other programs and services, recognizing that normal domestic deadlines and procedures for their delivery may require modification in order to accommodate the extended timeframe often created by the international admissions process.
5. UW institutions will provide advising and other services as required by federal regulations governing non-immigrant foreign nationals studying in the U.S.

C. Employment and Delivery of Services to International Faculty and Academic Staff

1. UW institutions will establish procedures to assure consistency and adherence to applicable laws and regulations in the hiring and continued employment of international faculty and academic staff.
2. UW institutions will inform international faculty and academic staff of their rights and responsibilities appropriate to their visa classification. Certain visa classifications require the host institution to provide particular services to the international scholar.

D. Relationship with DHS and other Government Agencies

1. UW institutions seek to maintain positive, cooperative relationships with state and federal agencies. However, in no situation dealing with international faculty, academic staff, or students will a UW institution serve as an enforcement arm of the U.S. Department of Homeland Security or other governmental agencies.
2. While a UW institution has a responsibility to inform international students, faculty, and academic staff of the potential impact of their actions upon their immigration status, in no situation dealing with international faculty, academic staff, or students will a UW institution threaten or intimidate such persons with the revocation, loss, or infringement of their immigration status.
3. UW institutions agree to maintain the confidentiality of personal records and other information not in the public domain which they may possess about international students, academic staff, and/or faculty, and they will report such information only in aggregate, non-specific form to requesting agencies, except as required by federal regulations.

E. Respect for Cultural Diversity

1. In accordance with UW Board of Regents Resolution #6156 dated 10 July 1992, UW institutions will accommodate the observance of religious holidays by international students, academic staff, and faculty.
2. UW institutions will seek to accommodate dietary restrictions, housing requests, and other cultural expectations of international students, academic staff, and faculty.
3. UW institutions will seek to develop and support an environment conducive to the facilitation of cross-cultural interaction.

ACIS 7.4: Development and Operation of Contractual Training and Sponsored Students Programs

The University of Wisconsin System supports contractual training and sponsored students programs as a valid and desirable method of assisting other countries and organizations. The System encourages its institutions to provide such programs, which are appropriate to its mission and interests, and within the expertise of its faculty and staff. While such programs take a variety of forms, it is expected that all maintain the quality in instruction, support services, and administration consistent with the excellence of the host institutions.

All contractual training and sponsored student programs, conducted either in the U.S. or abroad, shall adhere to the following policies and guidelines.

A. The Role of the Sponsor

The sponsor is an organization, institution, or government, which provides the primary funding, or management for students in educational and training programs offered by UW System institutions. A sponsor is expected to:

1. Provide adequate funding for sponsored students and arrange for the timely transfer of such funds.
2. Define the objectives of an appropriate educational program and establish guidelines for the selection of the students.
3. Assure that each student participant is informed regarding financial entitlements and responsibilities, program arrangements, and eligibility for or limitations upon degree credit opportunities.
4. Ensure that adequate health insurance is provided to each participant.
5. Provide access to appropriate orientation prior to and upon arrival at the host institution.
6. Evaluate program effectiveness and provide that information to the host institution.

B. The Role of the Sponsored Student

A sponsored student's educational objectives are determined through discussion with the sponsor. They typically take into consideration both the interests and abilities of the student and the needs of the sponsor. A sponsored student at a UW System institution is expected to:

1. Understand and agree to the program and training objectives.
2. Carry out the responsibilities agreed to with the sponsor and with the host institution.
3. Meet the language proficiency requirements of the host institution.
4. Return to his or her home country following the completion of the program.

C. The Role of the Host Institution

UW System institutions serve as both trainers and programming agents. The responsible institutional representatives should be thoroughly versed in the details of any sponsored student program on their campus and should work closely with the program agency or sponsor to ensure that the program objectives are being met. The institution is expected to:

1. Have and be able to demonstrate the capacity to provide the appropriate program, and coordinate the offering of off-campus coursework with UW-Extension, as needed.
2. Ensure that all contractual programs, whether leading to a degree or not, are endorsed through the appropriate institutional approval process.
3. Articulate to the program agency or sponsor an accurate statement of all program costs including tuition, living allowances, and insurance, and the institution's expectations about payment. [See also Financial and Administrative Policy Paper F22, "Extramural Support for Instructional Programs," dated July 7, 1997.]
4. Interpret student credentials to ensure appropriate preparation for the program.
5. Facilitate the adjustment of students to the institution and the community.
6. Assist the students, when necessary for their successful completion of their program, in improving English language skills.
7. Regularly assess the academic progress of student participants and provide reports of such progress to the program agency or sponsor as required.
8. Designate an institutional contact for each such program and maintain staff appropriate to provide academic advising, and advice in such areas as housing and immigration requirements.