

Authorization to Lead UMass Dartmouth Students Abroad (as of 1/2013)

All UMass Dartmouth activities outside the US that involve students, must be reviewed and approved by the International Programs Office, as well as College or Unit of the proposed Program Leader. Complete registration protocols for all programs can be found in the Faculty/Advisor sections of the International Programs Office web-pages.

<http://www.umassd.edu/ipo/>

Among other requirements of a proposal for a study abroad program or non-credit student activity of any kind, this principle must be met:

All Faculty-led Study Abroad programs, and all non-credit student groups travelling abroad will have the leadership of two responsible parties. The assisting leader will represent the university in case of emergency or incapacity of the Leader, making any urgent and immediate decisions for the welfare of students and in concert with university officials on campus. Each leader will have information about who to contact locally in the host country in the event of emergency, and will also have information about individuals he or she may contact on the University of Massachusetts Dartmouth campus.

- The assistant leader might be another UMass Dartmouth Faculty/staff member, or graduate student.
- In some circumstances, if the UMass Dartmouth group is being hosted by an institution or in-country, and an officer of that institution is willing, that institution may be authorized to act in the assistant role in case of emergency.
- When the program has been contracted through a Third Party Provider of good professional standing and w/staff and experience in that location, the Provider is authorized to act in that capacity.

The Faculty/Staff leader is generally expected to have significant familiarity with the language and culture of the country that UMD students will visit. The Assisting UMassD representative will have significant expenses paid (amount will vary by individual program) by the institution in exchange for familiarizing themselves w/culture, location, context in advance. In the rare event that the Leader has little or no experience in that location, the Assisting Leader must have such experience.

Related questions:

Can the spouse of a faculty-member act as assistant leader? The faculty member has a responsibility that his/her spouse has some knowledge or skill relevant to the program, such as particular knowledge of the program site/culture/language or of the subject matter/activities that the students will be participating in. Evidence of why the spouse is an appropriate assistant is essential.

Is it appropriate for the faculty/staff Leader bring a child (minor) with the student group? Not all program designs and/or destinations would be appropriate. This request should be discussed with the International Programs Office Director as far in advance as possible.

In the case of a host institution, what should the letter of invitation include?

- Full name and location of the institution
- Name of primary contact and 24/7 contact information at the program site
- Statement of invitation of the UMass group
- List of services and arrangements being provided by the institution on behalf of the group