

GUIDELINES AND RULES FOR ADMINISTERING AND LEADING A STUDY ABROAD OR STUDY AWAY PROGRAM

International Programs and Partnerships and the Office of Global Engagement must administer all UTRGV trips, both domestic and international, that consist of UTRGV courses being delivered to students.

UTRGV requires that all travel and reimbursement policies be followed. Failure to do so may affect reimbursements. Faculty leaders are responsible for complying with these policies.

For the safety of participants and the integrity of the academic experience, no individual is allowed to participate in the program, lectures, site visits, excursions, events, etc. that does not have an affiliation with the program. Affiliates to the program include, but are not limited to: faculty leaders, teaching assistants, student participants, program assistants, those assisting students with specialized needs, local guides, guest lecturers, etc. On the other hand, family, friends, UTRGV students, etc. not enrolled in the course(s) tied to the trip are not allowed to participate in the program or any of its elements. UTRGV affiliates, such as administrators, professors, or students may be granted special permission by the director of IPP to participate in some program elements on a case-by-case basis.

Faculty leaders will often encounter unforeseen challenges and opportunities during the study abroad/away program. It is important to notify the Director of International Programs and Partnerships of any challenges that arise. Small issues can quickly become big ones while delivering courses off-campus. The director's role is to support the faculty leaders during the program and assist them in dealing with issues that require the resources or support of the main campus.

Faculty leaders may also encounter important opportunities to contribute to the student experience during the program. Faculty leaders are encouraged to communicate with the director of IPP before adding any significant program elements to help ensure the continued safety and well-being of the students. The program budget may not be expanded during the execution of the program without prior permission from International Programs and Partnerships.