
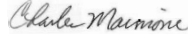




MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Warwick A. Arden, Executive Vice Chancellor and Provost 
Charles A. Maimone, Vice Chancellor, Finance and Administration 

SUBJECT: Faculty or Staff Accompanying Students Abroad on Non-Credit Activities

DATE: March 29, 2022

Per [REG 02.55.01](#) (Student International Travel and Approval of Study Abroad), all university-affiliated international travel by NC State students must be coordinated with the Study Abroad Office (SAO) for risk management purposes. This includes faculty and staff leading or accompanying students abroad. This regulation does not apply to faculty or staff international travel that does not involve students, and does not pertain to domestic or personal travel.

Per section 3.1.4, faculty, staff and students engaged or participating in any student international travel affiliated with NC State must comply with all standards, protocols and procedures of the SAO. Examples of affiliated international travel may include, but are not limited to:

- students, or faculty and staff traveling with students, pursuant to an NC State related grant,
- student organization/club sponsored activity,
- conference attendance and non-credit research activity, and
- athletics.

If you have any questions about whether the travel is affiliated with NC State, please contact Julia Law at jklaw@ncsu.edu.

All employees engaging in non-credit international travel affiliated with NC State must follow the following procedures:

1. Employees accompanying students on non-credit activities abroad must consult with the SAO at least one month in advance of travel.
2. Employees should assess the health, safety and security risk factors in their intended destination, reviewing resources including, but not limited to:
 - a. [U.S. Department of State Travel Advisories](#),
 - b. [CDC Travel Health Notices](#),
 - c. [OSAC Crime and Safety Reports](#) and
 - d. [World Health Organization](#).
3. Employees are expected to assist students in arranging appropriate and secure lodging.
4. Employees should create a [comprehensive safety assessment](#) prior to departure and conduct a safety orientation with students upon arrival.
5. The employee leading the travel should ensure all students register their travel in the [International Travel Gateway](#) at least 2 weeks prior to travel.

Faculty or Staff Accompanying Students Abroad on Non-Credit Activities

Page 2

March 29, 2022

- a. If the destination country is in a [Restricted Travel Area](#), per the definition outlined in REG 05.22.01, each student must petition and receive approval to travel. This review process adds time to the pre-departure process, thus Gateway entries and petitions for travel to Restricted Travel Areas should be submitted no less than one month prior to travel.
6. The SAO will enroll all students in the UNC System international health insurance policy, and bill students' accounts. ([See insurance information and rates.](#))
7. Employees are strongly encouraged to arrange for [Business Travel Insurance](#) coverage through the UNC System international health insurance policy, as well. Enrollment is managed by the [Office of Insurance and Risk Management](#).
8. Employees and students are expected to adhere to all university requirements and policies pertaining to international travel, and advised to consult with the Office of General Counsel and Office of Insurance and Risk Management if they have questions about specific activities and liability associated with traveling internationally with students.

cc: Allison Newhart, Vice Chancellor and General Counsel
Drew Nicholson, Director, Insurance and Risk Management
Kim Priebe, Director, Study Abroad