

## **Guideline: Students who Engage in International Program Activities are Required to Register with the International Programs Office**

University of Massachusetts Dartmouth  
Spring 2010

### **Overview**

*UMass Dartmouth students engaging in any form of education-abroad activity are required to register with the International Programs Office.* Along with study-abroad academic programs, this requirement includes internships, experiential learning, and student organization activities when conducted outside the United States. In so doing, students access advice, resources and references to support their well-being abroad and the success of their endeavors.

- Student participants in sponsored programs have access to indemnity insurance which provides emergency coverage and supplements health insurance. Those participating in provider programs can receive secondary insurance coverage from the UMass policy.
- The eligibility and appropriateness of individual students' participation is screened.
- The registration process includes a step for prior validation of study plans.
- Student participants complete the informed consent process. They receive a pre-departure orientation with practical advice on awareness and safety considerations, getting involved, and that offers support for access to visa information, where they may obtain the international student identity card, medical and travel information, travel advisories and special cautions, and so forth. (This occurs both when the student participates in a UMass Dartmouth-sponsored program or a Provider Program.)

### **Registering Student Participants for UMass Dartmouth-Sponsored International Programs**

Students participating in any UMass Dartmouth-sponsored study abroad programs (such as faculty-led or exchange-based activities) will register with the International Programs Office (and, often, also at the Enrollment Center) before departing. In most cases, they will have applied for eligibility to participate through the IPO study-abroad application process.

- For some programs or activities, such as non-credit programs, students will just register their participation by submitting an IPO form stating their contact, emergency, and health information and indicating informed consent. They will participate in the pre-departure orientation.
- For most programs, students will *apply* to participate in advance, by completing the IPO's Semester/Year UMass Dartmouth Study Abroad Application or the Short Term Study Abroad Application. Their acceptance to a given program will be screened by program leaders.
- After being approved by the IPO to do so, these students will register through the Enrollment Center into a status called "Withdrawn on Exchange" and pay the fee associated with that status. The registration process includes a step for prior validation of

study plans. Students who participate in study abroad without this validation are in jeopardy of not receiving credits for their study abroad participation, or of not having the credits meet their graduation requirements. This registration also permits access to UMass Dartmouth financial aid.

- Students will participate in the required pre-departure orientation and in evaluating the program on their return.

### **Provider Programs not Offered Directly by UMass Dartmouth**

Programs that are provided by organizations or institutions other than UMass—often called Provider Programs—are not “sponsored” by UMass Dartmouth. Examples are Australearn, CIEE, CIS, and Semester at Sea. *However, there are important reasons for students to register with the IPO their intention of participating in such a program.*

- The International Programs Office reviews the academic quality of particular study abroad programs in advance of student participation. IPO maintains lists of programs that have been reviewed and approved for quality of academics and student support.
- Provider programs offer their own indemnity/emergency insurance, which participants are encouraged to purchase. However, when participating in a program that is registered in the IPO, students will have access to secondary coverage under the UMass insurance.
- Registration ensures that student participants are counted towards institutional goals for student international participation.

Students planning to earn credit through the provider program will register their participation by submitting an IPO form stating their contact, emergency, and health information and indicating informed consent. They will undertake the procedure for prior approval of their courses through their department. They will register at the Enrollment Center for the appropriate “Withdrawn-on-Exchange” status and pay the fee associated with that status. This registration ensures subsequent transfer of their earned credits, and it permits access to their UMass Dartmouth financial aid. The students will participate in the pre-departure orientation.