



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	SEC-2011	Policy Title:	Policy on International Travel
Effective:	05/11/2021	Responsible Office:	International Education
Date Approved:	05/10/2021	Approval:	Executive Vice President & Provost
Replaces Policy Dated:	04/09/2018	Responsible University Official:	Dean of International Education

PURPOSE:

This policy addresses the health and safety of University of Richmond (UR) students during University sponsored international travel.

SCOPE:

This policy applies to UR study abroad programs, independent student travel with UR sponsorship, and faculty or staff-led student programs for enrolled UR students. Faculty and staff planning to travel with UR students abroad should be familiar with these policies.

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POLICY STATEMENT:

SEC-2011.1 – Policy Statement on University Sponsorship University

This policy applies to University sponsored travel abroad. University sponsorship includes, but is not limited to: (a) funding provided by or administered through UR; (b) advising for travel through UR, with or without course credit associated with such travel; (c) travel on UR programs, with or without faculty or staff leadership; (d) travel on programs sponsored by other universities or entities for which credit will be

requested toward the UR degree; or (d) individual student travel deemed to be under University sponsorship.

SEC-2011.2 – Health and Safety

UR regularly assesses the health and safety status of each University sponsored program location or individual student location, especially countries or regions subject to a U.S. Department of State (DOS) level 3 or 4 travel advisory or a CDC travel advisory.

For Countries or Regions bearing a level 3 or 4 DOS Travel Advisory:

- UR’s International Education assesses safety in countries or regions bearing a DOS level 3 or 4 travel advisory by reviewing various official sources of information including the US Department of State travel advisories, the Centers for Disease Control (CDC) travel advisories, detailed recommendations of the Overseas Security Advisory Council (OSAC), independent risk management assessments, resources in each location, including partner organizations, and country-level and regional-level health and safety advisories. International Education then makes a recommendation to UR’s Travel Risk and Safety Committee.
- Students applying for independent University sponsored travel or faculty wishing to lead a group of students to countries or regions bearing a level 3 or 4 DOS advisory must submit a petition (below) and may travel only if the petition is approved.
- Faculty and staff leaders of student travel must complete the petition linked below, preferably at least three months prior to anticipated departure to a country or region bearing a level 3 or 4 DOS travel advisory.

Countries bearing a lower travel advisory level may still contain regions subject to a level 3 or 4 DOS travel advisory. UR does not permit University sponsored travel to these regions unless a petition has been approved.

UR will carefully evaluate the safety of UR semester, summer or short-term programs, especially those in countries or regions with a level 3 or 4 DOS travel advisory. Students participating in these UR semester, summer or short-term programs are not required to submit a petition in order to participate.

This policy is in addition to all other UR travel policies. In the event of conflict between UR travel policies, this policy will prevail.

SEC-2011.3 – Rationale and Process for UR’s International Travel Policy

University-sponsored travel to countries or regions with level 3 or 4 DOS travel advisories requires careful evaluation and assessment of attendant risks and risk mitigation where possible. UR will permit travel to countries or regions bearing a level 3 or 4 DOS travel advisory only after careful review of the specific risks associated with such country or region, the ability to mitigate such risks, and other factors that UR deems relevant. Approval for such travel will only be granted after a determination by International Education and the Travel Risk and Safety committee that associated risks are reasonable and/or can be mitigated to some degree, that the student, faculty and staff seeking to travel are aware of the risks, and that the expected educational benefits of such travel outweigh the risks.

Permission for University sponsored travel may be denied at any time and decisions may be reversed if the political climate, health or security situation deteriorate after initial approval.

SEC-2011.4 – Emergency Evacuation

International Education, in conjunction with UR Risk Management, will work with UR’s travel assistance provider and other resources to coordinate emergency evacuation if this becomes necessary. If the US Department of State issues a mandatory evacuation order, students in the country must contact the nearest US Embassy or Consulate to obtain relevant information and guidance, and must leave the country by the most expeditious and secure means available. Students are also required to contact International Education at the earliest opportunity with information about their whereabouts and plans.

If students refuse to comply with an evacuation, UR may withdraw financial support and may institute disciplinary action. This could result in financial loss, such as a required repayment of financial aid.

If an evacuation is deemed necessary, it may not be possible to recover costs that students have paid and/or to refund such costs to students for travel as well as the evacuation itself. This is a risk students assume when traveling. If students are unable to complete the semester abroad, it might not be possible to receive full or partial credit for work completed abroad, though International Education and the Office of the Registrar work closely with each student in such cases.

SEC-2011.5 – Petitions for Student Travel and Faculty or Staff-Led Travel

[Click here](#) to download the Travel Advisory petition.

- **Individual students** should file the petition as soon as their proposed plans have been approved for funding by the University. Students who are considering travel in countries or regions subject to a level 3 or 4 DOS travel advisory are encouraged to consult with International Education staff early in their planning process. Travel plans should not be finalized until the student has received approval of their petition in writing.
- **Faculty and staff organizers of student travel** must complete the [online proposal for taking students outside of the US](#) and, if traveling to a location bearing a level 3 or 4 DOS travel advisory, submit a petition ideally 2-3 months prior to scheduled travel.

Student petitions will be reviewed by the Travel Risk and Safety Committee comprised of the Dean of International Education; Director of Risk Management and Insurance; the Provost; and University General Counsel. The committee normally reaches a decision within two weeks after submission of a complete petition. The decision will be communicated by International Education.

In addition to the criteria outlined above, the committee will consider, among other factors, the following when reviewing petitions:

- 1) The academic justification and faculty support for studying in the Travel Advisory destination;
- 2) The student’s plan to address specific recommendations, details and guidelines from the US Department of State and other resources as described above, after consultation with International Education;
- 3) Plans for safety and security in response to the specific risks identified by the Department of State and the Centers for Disease Control, and OSAC, the latter as shared by International Education staff;
- 4) The travel itinerary, lodging and other arrangements at the location;
- 5) The level of experience, language, and preparation for travel;

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- 6) Programmatic or other supports available to the student while at the destination.

Students whose petitions are approved will be required to review and sign an Agreement and Release form as part of the UR Gateway Abroad application.

SEC-2011.6 – Resources

Prior to international travel, faculty, staff, and students should become aware of the associated risks of the places they will visit, as well as the risks of any places through which they will transit en route to their destination. In addition to consultation with International Education staff, we recommend the following resources:

[US Department of State](#)

[OSAC](#)

[Centers for Disease Control and Prevention](#)

[Australian Government Travel Advice](#)

[Canadian Government Travel Advice](#)

[U.K. Government Travel Advice](#)

[World Health Organization](#)

RELATED POLICIES:

No related policies

POLICY BACKGROUND:

The previous travel policy dated 04/09/2018 is replaced by this policy.

POLICY CONTACTS:

Director of Study Abroad