

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.3	Education Abroad	Revised:	March 2012
<b>Policy 15.3.1</b>	<b>Education Abroad Policy</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## **EDUCATION ABROAD POLICY**

---

### **Overview**

The UT Health Science Center at San Antonio (Health Science Center) places great importance on international experiences, particularly those that provide value added educational and training opportunities for its students. When students of the Health Science Center community, and the faculty who teach them, travel abroad for academic or professional purposes, the safety of these individuals is of paramount importance and, to that end, the University and the University of Texas System have implemented education abroad program guidelines, policies, procedures, and internal requirements to help facilitate a safe and rewarding education abroad experience.

Education abroad programs are intended to provide Health Science Center students with an academically rigorous and intellectually challenging experience beyond the University, the State of Texas, and the United States. In order to ensure that students are prepared to gain full benefit from the education abroad experience, the University has imposed academic and other eligibility criteria that regulate student, departmental, and School participation in these unique academic and para-professional programs.

Health Science Center education abroad activities should, whenever possible, involve the issuance of academic credit to students. Because the Health Science Center is responsible for the academic quality of all courses and for the academic credits recorded on a Health Science Center transcript, courses that have any element of activity aboard must be vetted and approved, well in advance of the proposed education abroad departure date, via established course approval processes within the departments and the Schools. Faculty and/or staff who lead group education abroad activities must have a bona-fide Health Science Center appointment; adjunct faculty members may not have lead responsibility for a Health Science Center sponsored or associated education abroad program. The Health Science Center must also ensure that each and every education abroad course program or endeavor will: 1) be approved by both the faculty and the administration prior to delivery abroad and, 2) establish and evaluate both program and student learning outcomes.

This policy concerns all education abroad programs (examples: credit-bearing, experiential/training related, or “Service Learning” Programs)

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.3	Education Abroad	Revised:	March 2012
<b>Policy 15.3.1</b>	<b>Education Abroad Policy</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

that are delivered by, in association with, or under the auspices of the University. All faculty members and students of the University are required to meet and adhere to the terms and conditions of this policy, including all other associated education abroad policies established by the Health Science Center and the Schools. The responsibility for meeting this policy standard resides at the School, departmental and divisional levels, and includes, but is not limited to, University Centers, Institutes, and affiliated entities that bear the University name and logo.

For the purposes of this policy, education abroad program means:

1. Reciprocal student exchange program
2. Faculty led course, program or activity
3. Direct enrollment and/or placement at a foreign University that includes, but is not limited to, elective rotation/clerkship or laboratory based research.

---

**Scope**

The responsibility for meeting the terms and conditions of this policy resides at the School, departmental and divisional level, and includes but is not limited to University Centers, Institutes and affiliated entities that bear the University name and logo. In addition, all Health Science Center students must adhere to this policy statement when participating in education abroad programs for which they will receive Health Science Center credit.

---

**Policy**

This policy represents the specific campus minimum standard for education abroad program participation by Health Science Center students and faculty members. Additional guidelines, processes, and procedures for meeting the terms and conditions of this policy may be found at the Office of International Services Web site at [www.uthscsa.edu/OIS/](http://www.uthscsa.edu/OIS/).

All Health Science Center community members irrespective of School, department or divisional affiliation must adhere to Health Science Center and University of Texas System education abroad policies and procedures.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.3	Education Abroad	Revised:	March 2012
<b>Policy 15.3.1</b>	<b>Education Abroad Policy</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

**Academic Unit Responsibilities**

The Schools, and the academic departments and divisions within them, will have curricular and fiscal responsibility for all education abroad activities, which includes, but is not limited to:

1. Education abroad faculty must carefully follow the established course development and course approval processes, paying careful attention to established timelines, timeframes, credit hour calculations, etc.;
2. Education abroad courses, programs, and activities must receive appropriate institutional approval, including consultation with the Office of International Services, for program delivery in the locations noted in the course development and course approval processes;
3. Education abroad faculty must comply and be familiar with all University of Texas System and Health Science Center based fiscal policies associated with education abroad program delivery, and the vendor/service bid and procurement processes;
4. Schools and departments must assess institutionally determined education abroad program fees when and where appropriate;
5. Education abroad faculty must ensure that all student service related issues will be addressed via established institutional channels and protocols.

---

**Student Responsibilities**

Student participation in Health Science Center sponsored or associated education abroad programs is predicated on the following minimum conditions and circumstances:

1. Participants must be fully admitted, registered Health Science Center students at the time of program participation;
2. Participants must be a student in good academic standing at the time of program participation;
3. Participants who have any form of campus judicial sanction or who are involved in disciplinary action are ineligible for education abroad participation; and,

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.3	Education Abroad	Revised:	March 2012
<b>Policy 15.3.1</b>	<b>Education Abroad Policy</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

- 
4. Participants who will engage in either group or faculty led education abroad programs must also meet all general education abroad eligibility criteria noted herein.

The friends and family members of Health Science Center faculty members and students may not participate in or be part of a Health Science Center sponsored or associated education abroad program unless they are an admitted and a fully registered Health Science Center student.

**Consultation with the Office of International Services**

---

Consultation with the Office of International Services (OIS) is required by all student participants well in advance of the proposed education abroad program departure date. Students must also complete the [Study Abroad Approval Form](#), and receive permission to participate in the education abroad program, via signature, from the respective office of the Dean well in advance of departure abroad. All student participants must also participate in a formal education abroad pre-departure orientation provided by the OIS prior to departure.

Similarly, consultation with the OIS and with the office of the respective School Dean is also required of Health Science Center faculty who develop courses that may involve academic content that will be delivered abroad (examples: elective rotation or clerkship, faculty led course, program, or experience).

The OIS has institutional authority for the management and administration of Health Science Center international programs and services, including education abroad program administration, international program development and implementation of institutional international linkages.

**Specific Provisions**

---

Health Science Center students who participate in an education abroad experience or activity, but who do not follow campus policy and procedures as noted in this policy may not receive academic or experiential credit for the education abroad experience.

If an official member of a registered Health Science Center student organization travels abroad and does not follow the education abroad

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 15	International Policies and Procedures	Effective:	October 2010
Section 15.3	Education Abroad	Revised:	March 2012
<b>Policy 15.3.1</b>	<b>Education Abroad Policy</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

guidelines noted herein and retroactively requests academic credit for the education abroad experience, academic credit may not be awarded for any reason.

---

**Exceptions**

Registered Health Science Center student organizations are independent entities and are, thus, exempt from this policy. Please refer to the [Student Guide](#) that contains policies and regulations for students.

---