

Expectations for Non-UGA Staff on Education Abroad Programs (*Non-UGA Individuals in a Position of Authority*)

In order to comply with the guidelines put forth by NAFSA: Association of International Educators, the primary professional organization for international education, the University of Georgia expects that all study abroad programs conducted by this University comply with the following guidelines.

I understand that as a Non-UGA individual in a position of authority during the UGA education abroad program/activity, I am expected to:

1. Familiarize myself with health and safety information related to the program destination (including known health and safety risks of local environment; information on any required or recommended vaccinations; information from the US State Department Consular Information Sheets; emergency protocols; medical services abroad; code of conduct for students on my program and consequences of noncompliance; legal, environmental, political, cultural and religious issues in host country; and the responsibilities of participants on my program).
2. Communicate your contact information while abroad to program leader & OIE and be accessible 24/7 for emergency purposes.
3. Abide by the [UGA Emergency Response Protocol for International Education Programs](#) in the event of an emergency, including contacting both the program leader and UGA immediately in the event of student illness, hospitalization or other serious incident (via the online incident report tool and UGA Police Department emergency number). I have received the UGA Emergency Contact Card and familiarized myself with its content.
4. Pass on to the program leader relevant information I may have or learn about potential health and safety risks of the local environment of the program, including program-sponsored accommodations, events and excursions; and on an ongoing basis, provide information and assistance to participants and their parents/guardians/families as needed.
5. Pass on to the program leader relevant information I may have or learn about potentially dangerous or disruptive student behavior.
6. Inform the Education Abroad by [submitting an online Incident Report](#) of any incidents involving student disciplinary action within 24 hours of incident; arrest of a participant/faculty/staff; any crime perpetrated against a participant/faculty/staff or on university property overseas; participant/faculty/staff illness (physical or mental) or injury to a participant/faculty/staff; death of a participant/faculty/staff; or any other travel emergency, unrest, natural disaster incident. I understand that reporting incidents to Education Abroad is in some cases federally required by the Clery Act and Title IV.

7. Abide by the [UGA Non-Discrimination and Anti-Harassment Policy](#) and require that all other faculty, staff, student assistants, volunteers, and others working with the program do so as well. I understand that for purposes of this policy, every faculty member, staff member, student assistant, and volunteer is in a supervisory role over every student on the program, even if that particular student is not enrolled in that particular faculty member's course.
8. Understand that alcohol-related misconduct, sexual misconduct, and illicit drug use will result in immediate dismissal from the program, return home at the offender's expense, and proration of pay for the term.
9. Understand that any pattern of disruptive behavior may subject the individual to immediate dismissal from the program, return home at the offender's expense, and proration of pay for the term.
10. Serve as a temporary program leader in the event the UGA program leader becomes incapacitated and immediately notify UGA Police Department of the developments.

I understand and agree to abide by these expectations.