

POLICY FORMAT

Prepared by: Research Relations Office

Study Abroad Center

Revision #14

Date: January 13, 2010

UNIVERSITY OF HAWAI'I AT MĀNOA

POLICY TITLE:

UHM Administrative Policy M2.401

Risk Management: Sponsored International Study, Research and Training Involving UHM Students, Faculty and Staff

I. POLICY STATEMENT

The overriding concern that underlies this policy statement is the need to ensure adequate protection and to minimize the potential risks and liability of the University in the delivery of teaching, research, and technical assistance programs in international locations.

II. PURPOSE

The purpose is to establish a uniform set of principles and procedures that will:

- A. Ensure an adequate level of oversight and due diligence related to risk minimization across all University of Hawai'i at Mānoa (UHM) sponsored international programs; and
- B. Minimize liability exposure of the University and its faculty and staff.

III. DEFINITIONS

- A. The term "Participants" refer to all UHM students, faculty and staff who are engaged in UHM sponsored international study, teaching, research, training, field study, practicum, internship, technical assistance programs and projects.
- B. The term "Responsible Personnel" refers to identified UHM faculty and staff who are implementing and monitoring sponsored programs in international locations.
- C. The terms "International," "Abroad," "Overseas," refer to all destinations outside the 50 States of the United States of America.

IV. RESPONSIBILITIES

- A. Director of the Study Abroad Center
- B. Exchange Agreement Coordinator
- C. Instructor of Record for credit or non/credit short-term study tours, field schools, practicums, and

internships.

- D. Faculty Principal Investigator/Project Manager for international research, development, training and technical assistance projects.

V. PROCEDURES

UH Mānoa encourages its students and faculty to become globally engaged in their academic and research endeavors. International study, teaching, research, training, practicum, internship, and technical assistance are important aspects of our international engagement. Toward this end, students are encouraged to undertake Study Abroad or international educational experiences as part of their academic program. Likewise, the UH Mānoa encourages and supports faculty international engagements in teaching, research, professional development, training and technical assistance. UH Mānoa expects that students, faculty and staff will take all reasonable steps to ensure that their health and safety needs are addressed while engaged in international activities abroad.

In accordance with UH Executive Policy E8.207 Risk Management, and Administrative Procedure No. A8.400 Risk Management Guidelines and Procedures, establishes guidelines and procedures for implementing various categories of risk management at the UH System. The Mānoa Chancellor has adopted the following risk management principles and procedures for all participants in international activities that involve UHM students, faculty and staff.

Specific offices and responsible personnel are identified at UH Mānoa to proactively implement, manage, and monitor such programs and activities to minimize health and safety risks in an international setting.

VI. RISK MANAGEMENT PRINCIPLES

Principle 1

There shall be careful selection of participants in any kind of international activity

Principle 2

There shall be effective communication among participants concerning health and safety requirements for specific locations including what risks can and cannot be controlled.

Principle 3

There shall be a clear set of expectations in terms of individual responsibilities and behavior while in international locations.

Principle 4

There shall be a realistic crisis management plan in place with the ability to respond to emergencies in international locations.

Principle 5

All participants shall receive training and know what to do in a crisis situation.

Principle 6

Prior to departure participants will consult the United States Centers for Disease Control and Prevention (CDC) website at www.cdc.gov/travel/ for health advice for the specific country(s) they will be visiting.

Principle 7

Prior to departure participants will consult the United States Department of State website at http://travel.state.gov/travel/travel_1744.html. Program and/or activity cancellation is encouraged should there be sufficient cause. Any such action shall be based on the United States Department of State Travel Advisory posted on the U.S. Department of State website.

Principle 8

There shall be adequate insurance coverage in place for all participants on sponsored international programs including independent study, research and technical assistance. Coverage must include general medical insurance, emergency medical evacuation and repatriation of remains, travel assistance, worker's compensation, employer's liability insurance, general liability insurance and automobile insurance as appropriate.

Principle 9

Appropriate documentation will be in place for all student participants prior to departure. Such documentation includes: waiver and release form, evidence that the traveler attended training and pre-departure orientation sessions, health and travel insurance, and other related indemnification as may be required by the UH Risk Management Office.

Principle 10

There shall be an appropriate campus-based emergency coordinator identified for each student participant/group involved in international study and/or activity. The responsible office or individual shall be trained in crisis management and serve as the emergency 24/7 contact point for the participant(s) traveling under their auspicious.

A. Risk Management Campus Offices, Responsibilities, and Emergency Contacts

1-UH Mānoa Study Abroad Center

Responsible Individual: Director

Responsible For: All UHM Study Abroad Center Students, Program, Faculty and Staff.

Pursuant to the University's interest in minimizing risk and liability while delivering academic programs to our students at international locations, Study Abroad Center is the designated unit on campus that specializes in international academic program delivery, health, safety, security, risk assessment and management through a variety of means including on-site inspections, and program evaluations.

The Study Abroad Center has a long standing history in risk management and emergency response, and is responsible for pre-departure training, issuance of insurance for international coverage, and

risk management related documents for all UHM sponsored student international engagement activities (e.g., study abroad, short-term study tours, field schools, practicums, internships, etc.)

As part of the Center's standard of care, it provides training to faculty members in health, safety, risk, and liability areas and conducts pre-departure cross-cultural training for its students and faculty.

The UHM Study Abroad Center offers programs for summer, semester and the entire academic year. Any UHM credit course that is offered abroad shall be delivered under the aegis of the UHM Study Abroad Center. The UHM Study Abroad Center is responsible for creating, administering, and evaluating academic Study Abroad Programs for the University of Hawai'i at Mānoa (Council By-laws: 4/10/03).

2- Mānoa International Exchange

Agreement Responsible Individual:

Exchange Coordinator Responsible For:

Students under the auspice of a Mānoa

International Exchange Agreement.

The UHM International Agreements Coordinator is responsible for ensuring that Exchange Agreement students obtain the necessary insurance coverage and adhere to the 10 principles of international risk management and provide a comprehensive pre-departure orientation for its students. The Exchange Coordinator is also responsible for keeping on file a copy of all the relevant documentation for each student who is approved for travel under the auspices of a Mānoa International Exchange Agreement.

The International Agreement Coordinator serves as the emergency campus contact and crisis coordinator if and when students encounter any problems or emergency situations while they are in residence at an institution with which UHM has an institutional exchange agreement.

3- Mānoa Short-term Study Tours/ Field

Studies/Practicums/ Internships

Responsible Individual: Course Instructor of Record Responsible For: Students on short-term study tours, field study, practicums, and internships as part of an existing course offered by an instructor during a school term.

This category of international engagement shall be led by a permanent faculty member and sponsored by the relevant UHM department/ college. The Instructor of Record who is taking the group of students to an international location shall be responsible for ensuring that the student participants adhere to the 10 principles of international risk management outlined above and keep on file a copy of all relevant documentation for each student they are taking abroad. The instructor of record will also identify an individual in his/her department who agrees to serve as the campus emergency contact and crisis coordinator in the event any emergency or adverse incident occurs while the instructor and the group of students are at an international location. Both the Instructor of Record and the Campus Emergency Contact should contact the Study Abroad Center to arrange for appropriate emergency management training prior to the departure of the student group.

It is also the responsibility of the Instructor of Record to ensure that

- a. All participants sign an approved Release and Assumption of Risk form that identifies any risk that are particular and unique to the event; and
- b. Verify and ensure that any local vendors, including but not limited to ground agents, hotels, and transportation companies have proof of liability insurance coverage.

4-Other International Engagements

Responsible Individual: Principal Investigator (PI) or Project Manager

Responsible For: faculty, staff and students participating in a sponsored organized international research, training or technical assistance project.

The PI or Project Manager will meet the same requirements as indicated above for the Instructor of Record for item 3 above.

5- Independent Graduate Student, Faculty and Staff Travel

a- Graduate students who are conducting independent research at an international location while enrolled for academic credits for independent study, thesis and or dissertation research are strongly encouraged to contact the Study Abroad Center to purchase adequate emergency health and repatriation insurance coverage before departing for their international work. They are strongly encouraged to keep in touch with their faculty advisor and/or department chair when they are abroad and to provide the faculty with their emergency contact information while abroad.

~~b—Faculty and staff traveling more than 100 miles from the campus are covered by a group medical assistance and emergency evacuation and repatriation policy that are attached to their employee life insurance policy issued by Standard Life Insurance Company. Faculty and staff need to download the MEDIX brochure and fill in their own group ID card from the OHR web page at <http://www.hawaii.edu/ohr/docs/benefits.htm> In addition, faculty and staff should carry an adequate health insurance plan for international coverage. As MEDEX is not a health insurance coverage. Contact the Study Abroad Center for faculty international health insurance coverage. Not available as of May 2017~~

c- Graduate students, faculty, and staff are strongly encouraged to defer from traveling to areas under U.S. State Department Travel Warning. If travel to such areas is absolutely necessary faculty are expected to take all reasonable steps to protect their safety and well-being. Current U.S. Travel Advisory and Warnings can be viewed at <http://www.hawaii.edu/ohr/docs/benefits.htm>

B. Hazardous Activities Including but not Limited to Submersible Operations, Ocean Diving and work near or on an active Volcano.

All UHM personnel and students involved in submersible vessel operations and/or diving must have the appropriate licenses and certifications from UHM. The faculty PIs will carry with them a portable electronic file containing instructions and procedures for responding to natural disasters, medical emergencies and other unforeseen high risk situations

C. Shipboard Research and Training

All shipboard research and training activity involving UHM faculty, staff and students shall be conducted in accordance with all applicable ocean research safety regulations as specified by NSF, ONR, NOAA, the U.S. Coast Guard and other relevant agencies. In addition, all University personnel and students while aboard a UHM research vessel shall be subject to all standard emergency procedures including periodic life boat drills. For medical emergencies that may arise in foreign ports of call students are strongly encouraged to arrange for their own individual emergency evacuation/repatriation insurance through the UHM Study Abroad Center or to purchase appropriate coverage directly through private providers such as: MEDEX (<http://www.medexasist.com/>) or SOS Medical Insurance (<http://www.internationalosos.com/en/ourservices.htm>)

D. Defense Base Act Workmen's Compensation Insurance

UHM sponsored international research, training and technical assistance projects may be required to purchase Defense Base Act (DBA) workman's compensation insurance coverage depending on the location of the project and the level of risk. On federally funded projects DBA is generally required and may be included as a direct cost item in project budgets. On non-federally funded projects the UH Risk Management Office will conduct a risk assessment and issue a determination whether the project will be required to obtain DBA insurance coverage. When DBA coverage is required, and not allowed as a direct project expense by the funding agency, the cost of such insurance will be covered by the academic unit and/or department through indirect cost return or other funding sources.

Before commencing operations, the Dean of the Academic Unit shall ensure that the Principal Investigator has met the necessary insurance requirements and that the PI or Project Manager has agreed to serve as the point of contact for any emergency response.

E. Projects Involving Research Corporation of the University of Hawaii (RCUH) Employees

Principal Investigators must contact the RCUH Human Resources Department (956-6965) if they plan to have RCUH employees working in foreign countries. RCUH will review the circumstances and inform the PI if additional insurance coverage is needed. Project may be required to purchase additional insurance coverage

VII. COMPLIANCE WITH EXPORT CONTROL LAWS AND REGULATIONS

In accordance with University of Hawai'i Executive Policy E5.218 all university employees are required to comply with the export control requirements issued by the U.S. Department of Commerce through its Export Administration Regulations (EAR), and 15 CFR 700-799; the U.S. Department of State through its International Traffic in Arms Regulations (ITAR), 22 CFR 20-130; and the U.S. Department of Treasury through its Office of Foreign Assets Control (OFAC), 31 CFR 500-599. E5.218 applies to all University sponsored or un-sponsored research, training and educational activities including extramural contracts and grants accepted by the University and service-ordered to the RCUH. It is the responsibility of the PI to recognize whether the technology or equipment involved in the research may be subject to export controls and for compliance with the export control regulations. A full text of E5.218 may be accessed at: <http://www.hawaii.edu/svpa/ep/e5/e5218.pdf>.

VIII. RISK MANAGEMENT TRAINING

All PIs and other Responsible Individuals and faculty who take students abroad on academic field trips and study tours are advised to contact the UHM Study Abroad Center to arrange for a basic orientation on risk assessment and emergency crisis management. The training for designated personnel in risk management will be free. Any other related activities concerning risk management in the areas of pre-departure orientation, cross-cultural training and issuance of insurance for non-study abroad students and/groups will be provided for a fee.

IX. REMAINING HEALTHY

A. *UHM international travelers (students, faculty and staff) are encouraged* to inform themselves of any disease or health concerns in the areas or countries where they will be traveling and to take appropriate steps to ensure their health including obtaining recommended inoculations prior to departure. All UHM travelers are encouraged to read and follow traveler health guidelines posted by the Centers for Disease Control and Prevention (CDC). This information is available on-line at <http://wwwn.cdc.gov/travel/destinationList.aspx>

B. *Internationally Certified Hospitals*
A list of internationally certified hospitals around the world is available on line at

<http://www.jointcommissioninternational.org/JCI-Accredited-Organizations/>

Some of these hospitals can even accept and process HMSA and other Blue Cross/Blue Shield insurance claims.

X. FORMS AND DOCUMENTS

All Students participating in any UH Mānoa sponsored international activity must complete the appropriate forms such as Acknowledgement of Risk, Release of Liability, Emergency Contacts, etc. The updated forms are available at the Study Abroad Center.

It is the responsibility of the Responsible Individual to keep these forms on file during the period that participants are abroad and to contact the indicated emergency contact when notified of an emergency situation or adverse incident involving participants traveling or working international under their auspicious.

