



UNIVERSITY OF CENTRAL FLORIDA

UCF Abroad

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Summary

UCF Abroad will implement the following guidelines for faculty-led program operations beginning with the 2021-2022 operations year. The purpose of these suggestions is to bring greater efficiency in operations, promote more uniform and transparent guidelines for all programs, and to support our offices meeting duty of care obligations for students and faculty on overseas programs pursuant to UCF Policy 2-902.

1) Requirement for 10 student program minimum

2) Requirement for all programs to have either a 2nd UCF Employee accompanying the program OR partner with a travel service provider

4) Partners/Spouses/Children on Programs

- Not allowed on programs of 14 or fewer days
- Allowed on programs of 15 or more days, consistent with the guidelines on "Personal Travel" with the *UCF Travel Manual*, dated March 22, 2021.
https://fa.ucf.edu/wp-content/uploads/sites/2/Travel_Manual.pdf

5) Use of hostels disallowed

6) Homestays allowed provided by a sourcing agency that has been vetted by UCF Abroad.

UCF Abroad will provide the initial feedback on whether a proposed programs meets all of these guidelines. Faculty leaders may appeal in writing to the UCF Abroad Faculty Committee for exceptions to any of these listed policies. The UCF Abroad Faculty Committee will make a recommendation to the Vice Provost of Student Learning and Academic Success on whether to approve or deny the request. The Vice Provost's decision will be final, at which point the faculty leader may opt to continue under the approve conditions or withdraw their proposal. UCF Abroad will publish a timeline for these appeals. During times when the faculty committee is not available, such as during summer and winter breaks, the Director, UCF Abroad, and Assistant Vice Provost for Academic Innovation may make a joint recommendation to the Vice Provost to review faculty appeals.