



MEMORANDUM

To: Academic Deans
From: Nojin Kwak, Vice Provost for International Education
Date: 13 March 2024
Subject: Policy on employee-led international travel with students

As part of its educational mission, UB is committed to providing transformational international experiences for our students and preparing them to be responsible global citizens. The university encourages students to travel abroad through both credit and non-credit programs that meet the highest standards in terms of program excellence and risk management. Our faculty and staff play a critical role in organizing and leading these programs.

This memo serves as a reminder that the Office of International Education (OIE) has administrative and regulatory authority over all UB international travel programs for students, both credit-bearing and non-credit. As our office previously announced, **[SUNY policy mandates that, in addition to credit-bearing education abroad programs, all non-credit international student travel led by our faculty or staff is subject to review and approval by our office.](#)**

Non-credit experiential learning opportunities have proliferated at UB and may include overseas research trips, internships, clinical care, and service programs that are led by our faculty or staff. OIE oversight of non-credit student trips aims to assure due diligence with respect to health, safety, and liability, and to enable better tracking for institutional reporting purposes.

Faculty and staff who are considering international travel with students should consult [Adam Rubin](#), Assistant Vice Provost and Director of Education Abroad, at the earliest opportunity, and *if at all possible 12 months in advance for credit-bearing programs and 8 months in advance for non-credit travel programs*. Adam collaborates with units across campus to assess global learning needs, assist with program planning and implementation, and provide guidance on risk management considerations.

Adam and his team stand ready to work with faculty and staff to develop and support best-practice education abroad programs, both credit and non-credit, that align with campus-based curricula, unit priorities, and student interests.

Please share this guidance with your faculty and staff.

cc: President Tripathi, Provost Weber, and senior leadership

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