



REVIEW AND VERIFICATION OF THIRD PARTY AFFILIATES OR COOPERATING INSTITUTIONS RELATED TO STUDY ABROAD

It is generally acceptable for students to choose a provider that fits their Study Abroad needs. Regardless, Southwest Minnesota State University has a responsibility to ensure a quality educational experience with maximum benefit for the student and to ensure assessment of safety and risk management. It is required the following guidelines be reviewed and verified by the student in order to receive approval of a Study Abroad opportunity and for credit transfer to SMSU. Study Abroad standards and practices must be available on an institution's website

The institution must make available investigation of these Forum on Education Abroad standards of good practice. Read each item below carefully, **initial each to show your understanding and agreement** and sign in full at the end of this review and verification.

1. _____ A website that provides all necessary information on the Study Abroad opportunities.
 - a. The institution's contact person for Study Abroad opportunities.
 - b. A clear Mission and Vision Statement on Study Abroad opportunities provided.
 - c. A Parent and/or Student Handbook.

2. _____ Truthfulness and Transparency:
 - a. Appropriate disclosure of the decision making process that guides practices, policies and education abroad operations.
 - b. Openness with respect to program development, partnership agreements, criteria for program approval, eligibility requirements, application, admission and fees, financial aid policies, credit policies, refund policies, academic grading, applicable codes of conduct, petition and appeals processes and grievance procedures.

3. _____ Responsibility to Students Regarding Academic Quality, Integrity, Health and Safety.
 - a. Prepare students to make well informed decisions.
 - b. Provide costs and fair and open billing procedures.
 - c. Provide support for students prior to and throughout and following their study abroad experience.
 - d. Inform students of institutional and program expectations, conditions and restrictions concerning conduct.
 - e. Make such student code of conduct available at the time of application.

- f. Inform the student of any in-country support, if any, that will or will not be made available.
 - g. Protect student’s rights and privacy as required by legal and ethical considerations.
 - h. Assist students with special needs to understand what reasonable accommodations can be provided or suggested reasonable alternatives.
 - i. Make students aware they are subject to locals laws and should expect no immunity or other special treatments by local authorities.
 - j. That laws of their home country may or may not be recognized in the host country.
 - k. Be informed that students have the responsibility to inform themselves about limitations of rights and the impact of foreign law and to conduct themselves accordingly.
 - l. Be informed they must undertake reasonable efforts to familiarize themselves with the host country.
4. On-site Orientation for Study Abroad Students.
- a. Instruction on awareness of and efforts to minimize any negative impact on the host society and community.
 - b. Instruction on local laws, cultural settings, social expectations, economic and political norms and personal risk facing a Study Abroad student.
 - c. Instructions on the enforcement of student codes of conduct.
 - d. Instructions on the supporting community assets such as libraries, schools and health programs.
5. Other Responsibilities to Study Abroad Students:
- a. Provide a safe study environment.
 - b. Foster an environment of respect for all people.
 - c. Be sensitive to diversity issues, needs and responsibilities.
 - d. Zero tolerance for sexual harassment or violence.
 - e. Maintain and make available a clear non-discrimination policy.

Signature of Student

Date

Signature of SMSU Representative

Date

Adapted in part from The Forum on Education Abroad and recommendations from the Minnesota State Colleges and Universities Study Abroad Internal Control and Compliance.