**LEHIGH UNIVERSITY ITAC PROGRAM REVIEW 23-24**

The International Travel Advisory Committee (ITAC) is responsible for oversight of issues related to safety and logistics of Lehigh sponsored international travel involving students at the graduate or undergraduate level. ITAC is responsible for reviewing and approving travel plans for all Lehigh sponsored international travel involving students. Lehigh sponsored student international travel includes experiences that receive funding of any amount from any Lehigh department/office, or experiences that are organized, directed, or coordinated by the university. This includes, but is not limited to, for-credit study abroad programs, travel with a Lehigh University group as part of a non-credit educational experience, travel for research, co-curricular programming, Lehigh student club travel, and conference attendance.  
More information about policy and process is available at this webpage: <https://go.lehigh.edu/itac>

**ITAC QUESTIONNAIRE**

Note: if some information is not yet available, please provide a timeframe in which you anticipate having the requested information. For assistance or guidance, please contact your dedicated contact in Study Abroad or Iacocca International Internship Program. If you are unsure of your contact, please email [incis@lehigh.edu](mailto:incis@lehigh.edu).

PLEASE NOTE: PROGRAM LEADERS ARE EXPECTED TO NOTIFY ITAC AS SOON AS POSSIBLE REGARDING ANY CHANGES TO RESPONSES IN THIS QUESTIONNAIRE; PROGRAM LEADERS MUST CONFIRM THAT THESE PROGRAM DETAILS HAVE NOT CHANGED SINCE THE ITAC REVIEW AT LEAST ONE MONTH PRIOR TO DEPARTURE.

1. Please list the main contacts for this international program review

|  |
| --- |
|  |

1. Course/program name

|  |
| --- |
|  |

1. Please select the appropriate option and then list the specific organizer.   
   Please provide any relevant details.

☐College

☐Office

☐Department

☐Faculty Member

☐Staff Member

☐Student Club

☐Individual Student

☐Other

DETAILS:

|  |
| --- |
|  |

1. Is this a group program or individual student travel? ☐ GROUP ☐ INDIVIDUAL
2. Is this a credit or non credit bearing experience? ☐ CREDIT ☐NON CREDIT
3. Has this trip occurred in the past? If so, when?

|  |
| --- |
|  |

* 1. For programs that have occurred in the past, please describe changes to the program and travel, including changes with travel leaders, itinerary, in-country partners, etc.

|  |
| --- |
|  |

1. Location
   1. Please list all of the locations in which the program will take place. Indicate the reason that these sites were selected.

|  |
| --- |
|  |

1. *Note: if located in a* [*comprehensively sanctioned country*](https://research.cc.lehigh.edu/sanctioned-countries)*, the Export Control Officer (ECO) must review prior to approval. Are any of the locations in a comprehensively sanctioned country?*

☐YES

☐NO  
  
DETAILS:

|  |
| --- |
|  |

1. Describe the goal/purpose of this program.

|  |
| --- |
|  |

1. Please describe the intended program participants, including academic year, majors, or other information that will help ITAC understand who will travel. Please include a description of the plan the program leaders will use to recruit participants.

|  |
| --- |
|  |

1. What is the anticipated group size and minimum/maximum # of participants?

|  |
| --- |
|  |

1. Language
   1. Is English the primary language?

☐Yes

☐No

* 1. Please describe any issues with potential language barriers and plans for managing in an emergency.

|  |
| --- |
|  |

1. Provide your program budget, to include anticipated expenses, funding sources, and cost to participants. This can be provided in a link, or sent as a separate document.

|  |
| --- |
|  |

1. Program Leadership
   1. Please provide information about the University faculty and staff who will travel with the program acting as program leaders. Please include name, role, dates at site, and describe their experience with this program, country, previous study abroad programs, and/or primary area of study.

\*(NOTE: Please add boxes as needed ot list all faculty/staff leaders who will be acting as program leaders; it is the responsibility of the primary program leaders to notify ITAC of any changes in with program leaders as soon as possible)

|  |  |
| --- | --- |
| **Leader 1** |  |
| Name |  |
| Role |  |
| Dates at site |  |
| Experience with this program |  |
| Experience in country |  |
| Experience in area of study |  |
| Experience as abroad leader |  |

|  |  |
| --- | --- |
| **Leader 2** |  |
| Name |  |
| Role |  |
| Dates at site |  |
| Experience with this program |  |
| Experience in country |  |
| Experience in area of study |  |
| Experience as abroad leader |  |

|  |  |
| --- | --- |
| **Leader 3** |  |
| Name |  |
| Role |  |
| Dates at site |  |
| Experience with this program |  |
| Experience in country |  |
| Experience in area of study |  |
| Experience as abroad leader |  |

* 1. Please indicate any time in which the students will be in-country independently, without a faculty or staff member on site. If a faculty or staff member will not be traveling with the students, indicate arrangements for in country oversight or support, such as a partner organization.

|  |
| --- |
|  |

* 1. Before the program departs, what is the back-up plan for staffing and program continuity, in the event of an emergency that would affect the ability of the listed leaders to participate in the program at all (ie leader cannot travel even before the program begins).l. This might include other campus staff or faculty who will be available to assist in the event of an emergency.

|  |
| --- |
|  |

* 1. Once the program has started, should a leader become unavailable during the scheduled program, what options have been identified to continue the program in the absence of the main leader(s) for all or part of the experience?

|  |
| --- |
|  |

* 1. In the case of a student crisis requiring full time attention during the program, have you identified a leader or partner that can assist in this capacity? Would this disrupt any of the other program?

|  |
| --- |
|  |

e) Will any leaders have concurrent professional or personal responsibilities that overlap with the proposed program travel dates? If so, please define those responsibilities.

|  |
| --- |
|  |

f) Please indicate any leaders who will be accompanied by a companion at site for all or part of the program? (please see [Companion Policy](https://global.lehigh.edu/about/risk-management/ITAC-travel-policy#additional-policies)) (Note: these individuals will be required to submit a written request to travel with a companion to ITAC, as per the Companion Policy.)

|  |
| --- |
|  |

g) Will any Lehigh faculty/staff travel in a non-leader role? (Note: It is the responsibility of the primary program leaders to notify ITAC of any additional faculty/staff traveling with the program even if in a non-leader role.)

|  |
| --- |
|  |

1. Partner organizations  
   Please list all of the partner organizations that are involved with the program organization. This may include travel agencies, on-site tour companies, and other organizations that have a substantial role with program planning. Provide a detailed description of each organization, including experience with managing similar travel and the process used to vet the organization.
   1. Name of primary partner organization:

|  |
| --- |
|  |

* 1. How did you learn about this organization? Do you have past experience with this organization? Has this organization worked with Lehigh University before?

|  |
| --- |
|  |

* 1. Please describe the partner organization, including primary business activities, number of years in business, and number of staff.

|  |
| --- |
|  |

* 1. Please describe the partners organizations’ experience with supporting US students for study abroad.

|  |
| --- |
|  |

* 1. Please describe protocols for addressing health and safety issues associated with study abroad. Specifically describe partner capacity for providing 24/7 support for emergency issues.

|  |
| --- |
|  |

* 1. Please indicate whether the partner has liability insurance to cover the services that they are providing to Lehigh and, if so, please provide the coverage limits for the insurance.

|  |
| --- |
|  |

* 1. Please provide information about the staff from the partner group who will be assisting the group. How many staff will assist the program? Will someone travel with the group to all official activities? Who will be the dedicated point of contact for the program?

|  |
| --- |
|  |

* 1. Please indicate whether the partner organization can provide on-site orientation, including information regarding local laws and customs.

|  |
| --- |
|  |

* 1. Are you aware of other US partner universities using this provider? For new providers / partners, it is helpful to have spoken to references; if relevant, please provide that information here.

|  |
| --- |
|  |

* 1. Lehigh should have a contract with all partners abroad; do not sign any contract that has not been reviewed by the appropriate office at Lehigh. All contracts should be submitted through LUCA (https://auxiliaryservices.lehigh.edu/contracts). The Office of International Affairs and ITAC can provide guidance, if needed. If you have already been provided a contract or written agreement, please provide a copy. Please provide any information about contracts discussed or reviewed here.

|  |
| --- |
|  |

1. Programming
   1. Please provide your itinerary or outline of proposed activities.

|  |
| --- |
|  |

* 1. Please provide a detailed description of the specific activities students will be engaged in, including field work, travel, tours, volunteer or other.

|  |
| --- |
|  |

* 1. Please indicate any risks associated with each of these activities and steps that will be taken in order to prepare students. How will travelers be informed about these risks?

|  |
| --- |
|  |

* 1. Describe the safety plan that addresses the risks that may be encountered on site.

|  |
| --- |
|  |

1. Human subjects/IRB. Please refer to this [site](https://research.cc.lehigh.edu/irb) for additional information about human subjects in research.
   1. Will there be interaction with human subjects?

☐YES

☐NO

* 1. Has the Lehigh IRB review already occurred?

☐ YES

☐NO

* 1. Please provide any additional information:

|  |
| --- |
|  |

1. Will there be interaction with minors? If yes, elaborate in what capacity.

|  |
| --- |
|  |

1. Transportation at site
   1. Please provide a detailed description of plans for transportation, including all modes of transportation that will be used in country. Indicate whether ground transportation will be with Lehigh-owned vehicles, public transportation, or private/commercial arrangements. Include information about who is arranging and providing transportation.

|  |
| --- |
|  |

* 1. If arranged through a partner organization, please indicate whether the company owns or leases the vehicles, and describe the process for hiring drivers.

|  |
| --- |
|  |

* 1. Will any Lehigh faculty or staff will be driving?

☐YES

☐NO  
If yes, include names of who will be driving and arrangements for renting vehicles.

|  |
| --- |
|  |

1. Air travel  
   NOTE: The university requires student group travel on behalf of the university to be purchased through an approved university travel vendor, currently [Collegiate Travel Planners.](https://auxiliaryservices.lehigh.edu/travel-contacts) Individual travel tickets purchased with Lehigh funds are also required to be booked through an approved university travel vendor. Booking travel through the approved vendor allows Lehigh to provide travel support in case of emergencies that would require significant changes in flight schedules and use of ISOS flight management resources. Groups or individuals seeking to use a vendor other than the approved university vendor should provide a justification to ITAC for approval. Exceptions to this policy must be approved by ITAC in advance.  
   * 1. How will participants travel to the destination? Will there be a group flight or individual tickets?

☐Group flight

☐Individual travel arrangements

* + 1. Who is responsible for booking flights?

|  |
| --- |
|  |

* + 1. Funding for air travel: Indicate whether travel to the destination country will be paid by the students or by university funds.

|  |
| --- |
|  |

* + 1. For group flights, what is the airline cancellation or change fee policy.

|  |
| --- |
|  |

1. Visas: Is a work permit or visa required for students to participate in this activity? Who is responsible for handling visas?

|  |
| --- |
|  |

1. Housing: Please provide a detailed description of the student housing, including location, facilities, number of students per room.
   1. Where will participants stay?

|  |
| --- |
|  |

* 1. How was housing selected?

|  |
| --- |
|  |

* 1. How many per room?

|  |
| --- |
|  |

* 1. All participants should be provided an individual bed. Please confirm that arrangements include single sleeping arrangements.

|  |
| --- |
|  |

* 1. Who arranges and pays for housing?

|  |
| --- |
|  |

* 1. How was housing vetted / evaluated?

|  |
| --- |
|  |

* 1. Are there locking doors on all bedrooms?

|  |
| --- |
|  |

* 1. Can disability accommodation be made, if needed, for individual/single housing placements?

|  |
| --- |
|  |

* 1. Will program leaders be staying in the same location or elsewhere?

|  |
| --- |
|  |

1. Orientation

Lehigh study abroad provides a general orientation for all students which addresses health, safety, and behavioral expectations. Program specific orientation should occur prior to departure and again soon after arrival at site. This can be provided by Lehigh leaders and/or an at site partner. Sessions should inform students of academic requirements, behavioral expectations, health and safety considerations, living and travel arrangements, and country/site specific information.

* 1. Please provide a list of topics to be included in pre-travel meetings with participants; include topics relative to the preparation for any of the risks that you have identified for program related activities or location specific risks.

|  |
| --- |
|  |

* 1. Please provide a list of topics to be included during an at-site orientation

|  |
| --- |
|  |

1. Health, safety and risk management

Please refer to these sites for relevant information

* ISOS: go.lehigh.edu/isos
* CDC: https://wwwnc.cdc.gov/travel/
* US Department of state travel advisory: <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html>
* US department of state <https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>
  1. What is the ISOS travel risk rating for this country / region (go.lehigh.edu/isos)

|  |
| --- |
|  |

* 1. What is the Department of State Advisory level for this country? Note that a given country can have multiple advisory levels if certain regions are deemed higher risk than the overall country; please review the posted information.

|  |
| --- |
|  |

* 1. For countries that have a State Department advisory level of 3 or 4, please indicate the specific risks. Provide a justification for traveling to this country/region and describe security measures in place. Have alternative sites been considered for the primary or back up location?

|  |
| --- |
|  |

* 1. For countries with 1 or 2 ranking, indicate if there are regions that have a 3 or 4 rating. Indicate plans to travel to or near those regions.

|  |
| --- |
|  |

* 1. Please describe any risks (low, medium, or high) that are associated with travel in this region. Risks may include access to safe drinking water, food quality, road safety, petty crime, reliable power, climate or environment, law enforcement, natural disaster, etc. Please describe steps that will be taken to minimize these risks.

|  |
| --- |
|  |

* 1. Are there any safety concerns in this location regarding attitudes towards U.S. citizens, foreign nationals, women, LGBTQ, religious groups, ethnic minorities, etc.? Please include a review of the US Department of state destination information “Local Laws and Special Circumstances” for all locations (https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html)

|  |
| --- |
|  |

* 1. Which vaccinations are recommended or required for travel to this location? Refer to ISOS and CDC

|  |
| --- |
|  |

1. Describe any additional facilities that will be used on site.

|  |
| --- |
|  |

1. What is the availability of internet? Will travelers be able to access HawkWatch from the travel site?

|  |
| --- |
|  |

1. Describe the availability of medical care in the travel destination. Please refer to ISOS via web or phone consult, as needed.

|  |
| --- |
|  |

1. Do you have questions for ITAC?

|  |
| --- |
|  |