



GLOBAL INITIATIVES

Study Abroad

Dear Global Seminar Faculty,

We are delighted to welcome you to the UC San Diego Global Seminars program. Many of our faculty members have said that this program is one of the highlights of their academic career, and we aim to make it an outstanding experience for you. Together we will collaborate to design a program with excursions that bring the classroom to the country. Students will experience opportunities that are simply not available here at UC San Diego. In the process, they will have a transformative experience that will stay with them for the rest of their lives.

We will also work together to finalize the details and costs for your program. We will collaborate on outreach activities to recruit a class of at least 15 students, which is the minimum to avoid cancellation. We will support you with several faculty workshops to provide training on key topics such as student recruitment, travel logistics, health & safety, and teaching abroad. We are always here to assist with questions, concerns, or emergencies while you are abroad.

This handbook is updated and modified annually, so please review it each year that you teach in the GS program.

Again, welcome to the Global Seminars program.

Best wishes,
The Global Seminars Team

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I. OVERVIEW

Global Seminars Contact List

UC San Diego Global Initiatives - Study Abroad
 9500 Gilman Drive #0095
 La Jolla, CA 92093-0095
 Phone: 858-534-1123, Fax: 858-822-5726
 Email: globalseminar@ucsd.edu
 Website: <https://globalseminar.ucsd.edu>

Chubb-AXA Global Travel Assistance: 1 (630) 694-9804
UCSD 24/7 POLICE EMERGENCY PHONE NUMBER: (858) 534-4357

Please do not share direct numbers with students.

Staff Name	Title	Phone Number	Email Address
Tamara Cunningham	Assistant Vice Chancellor of Global Initiatives	858-534-2636	ttcunningham@ucsd.edu
Courtney Giordano	Sr. Dir. Strategic Global Initiatives	858-822-5328	clgiordano@ucsd.edu
Tonia Pizer	Assistant Director of Program Development	858-822-4864 (office) 858-754-9894 (cell)	tpizer@ucsd.edu
Lisa Armstrong	Global Seminars Coordinator		lnarmstrong@ucsd.edu
Kaitlyn Parra	Global Seminars Coordinator		k3parra@ucsd.edu
Elly Vogt	Global Seminars Coordinator		edvogt@ucsd.edu
Casey Donovan	Office Manager (travel & reimbursements)		codonovan@ucsd.edu
Victoria Gerginis-Mellos	Office Manager (travel & reimbursements)		vgerginismellos@ucsd.edu

Faculty Roles & Responsibilities

Global Seminars Program Phase	Faculty Roles & Responsibilities
Pre-Departure	<ul style="list-style-type: none"> • Assist in the preparation of publicity materials and website • Lead student information sessions • Collaborate closely with the Global Seminars team and remain in timely communication • Attend four mandatory workshops designed to assist faculty in understanding outreach and recruitment, travel logistics, the risk management plan, and teaching abroad • Develop working knowledge of the risk management plan, code of conduct, sexual harassment policies, and reimbursement policies • Attend student orientation • Submit a photocopy of passport to provider • Sign all waivers and complete health forms • If family is accompanying the faculty member, submit waivers for family as well
During Program	<ul style="list-style-type: none"> • Teach courses and maintain academic focus of program • Grade all course materials yourself and assign the final course grades. There is no funding for TAs • Do not engage in activities that violate risk management policy • Attend on-site orientation • Take appropriate action when a participant violates the UC code of conduct. Notify Assistant Director of Program Development immediately • When health or safety issues arise, initiate a risk management plan while providing leadership and assisting on-site providers with decisions. Notify Assistant Director of Program Development immediately • Document the following to ensure appropriate paper trail: academic & behavioral misconduct issues, student injury or illness, and steps taken in response to all emergencies or risks. Notify Assistant Director of Program Development immediately • Promptly alert Study Abroad and local provider of any concerns while abroad via phone or e-mail • Mentor students and provide support as needed • Coordinate with local provider if students need medical care, counseling, or other assistance
Upon Return	<ul style="list-style-type: none"> • Assign and post academic grades • Submit all financial documents (receipts etc.) to the Office Managers • Participate in outreach and promotion activities • Be available to mentor new Global Seminars faculty

Frequently Asked Questions

What are study abroad program providers?

Program providers are third-party companies that draw on their expertise and in-country staff, business contacts, and facilities (classrooms, residence halls, etc.) to assist with program logistics, health and safety, and risk management.

What arrangements will the Study Abroad Office and/or the program providers make?

The Assistant Director of Program Development and Global Seminars Coordinators facilitate all on-campus and on-site arrangements through a study abroad program provider, including academic and cultural advising for students; financial aid advising; marketing and recruitment; design and production of all printed materials; application and registration processing; pre-departure orientations; travel, room, and board; classrooms and other necessary instructional support; and other related activities.

Faculty are actively involved in the planning and recruitment for their program. Faculty are required to participate in pre-departure orientations. While on site, faculty are required to attend all course related activities in addition to teaching their course.

What does the study abroad provider typically do?

- Submits written bid
- Enters into written contract with Study Abroad
- Assists with developing a schedule to maximize students' experience
- Finds and reserves appropriate classroom and living space
- Organizes housing arrangements for both students and faculty
- Conducts in-country student orientation and provides local information
- Arranges in-country travel and obtains transportation passes/tickets
- Arranges logistics for excursions and field trips
- Implements on-site health and safety measures and plans

Reimbursements and Expenses: Policies and Deadlines

What is the Faculty Compensation?

Academic Affairs and Summer Session have approved the salary for teaching a Global Seminar (GS). This includes a base salary for teaching and grading both courses (8 units). The GS faculty salary is based on the same model as other summer session courses. Specifically, faculty will be paid a percentage of their salary, which is currently 11% of salary per course. The faculty will teach two courses. However, you may not exceed UC San Diego summer salary limits. While this policy will apply to summer 2024 and beyond, the salary policy is set by the Dean of Undergraduate Education in consultation with campus leadership and Academic Personnel and is subject to change without prior notice.

Global Seminars provides a round-trip economy (coach) airfare from San Diego, housing in a basic one-bedroom apartment, entrance fees for course-related excursion sites, a meals & incidentals per diem derived from a formula based on the State Department M&I rate, funds for guest lectures, local transportation, and UC international health insurance. In addition, there is a \$500 enrichment fund. This is highly competitive with other UC faculty-led programs. Please

note that this travel expense coverage is contingent on the UC budget and may be subject to change.

Occasionally, faculty have questions about how we calculate the per diem stipend. Since housing with a kitchen is provided, faculty can prepare their own meals. This saves a considerable amount of money compared to eating out at restaurants. The per diem stipend is adjusted to reflect this difference between hotel and restaurant-based business travel, compared to having a one-bedroom apartment with a kitchen. Occasionally, this difference may cause some confusion within the Concur travel portal. Global Seminars are organized differently from the generic template used to reimburse business travel in Concur. The Global Seminars program covers 1/3 of the meal per diem in Concur because of the lower costs noted above. Since a one-bedroom apartment is already paid for through the GS students' program fee, we do not duplicate that by paying the lodging fee in Concur. This model has been used since the beginning of the Global Seminars program in 2008. Students pay all faculty expenses through their program fee, as well as the faculty salaries through tuition, and it is important to find a balance between a reasonable reimbursement level for faculty and the program cost borne by the student participants.

What is the maximum that UC will pay for my airfare and transportation?

The GS budget includes a maximum allowance for your round-trip coach airfare and other transportation, and we cannot pay more than that amount. We ask that you economize where possible. Our Office Managers will provide the specific dollar amount because it changes each year with inflation and economic factors. Remember that the students are paying your travel costs, so only coach airfare is covered.

What if I spend more on students than the \$500 in the enrichment fund?

The GS budget has a maximum allowance of \$500 for the enrichment fund. Any expenses above and beyond \$500 must be absorbed by the faculty member.

What happens if I take on additional expenses beyond what is covered?

Unfortunately, we are not able to reimburse for extra costs because those are not built into our budget. Faculty will be responsible for those costs.

What is the policy for accompanying family members?

Faculty may wish to have family members (partners, children etc.) accompany them on a program. If allowed by the study abroad provider, the UC San Diego faculty member must cover their family members' travel costs and living expenses as well as additional expenses related to any program activities (e.g., tickets to cultural events - museums, films, theater, meals, housing costs, public transportation etc.). While their occasional participation in cultural events may be permitted, family members cannot represent UC San Diego in any official capacity. They should also not participate in program activities orientations, class lectures etc. if their participation might intrude in any way on the pedagogical outcomes of the program. In addition, faculty must provide a caretaker for dependents under the age of 18. All family members must sign an activity waiver prior to the start of the program. In addition, for liability reasons family members may not be transported on any provider shuttles or buses including any airport shuttles upon arrival or departure. Note that some providers do not allow family members on any activities.

Key Rules and Deadlines for Reimbursement

- The Office Managers will create a trip request in Concur for your global seminar travel, which you can then use to book flights.
- All faculty should obtain a [UC San Diego Travel & Entertainment Card](#) through your academic department.
- Please make your own flight arrangements, coach fare only, from San Diego to the location of your global seminar and back. We cannot pay for any upgrades or additional travel destinations, nor can we assess a cash value on frequent flyer miles. One of the Global Initiatives Office Managers will notify you about your maximum travel allowance for flights and ground transportation to and from the airport in the spring after your program has been confirmed. Please keep in mind all the usual UC San Diego travel regulations. Use [Concur](#) or your UC San Diego Travel & Entertainment Card to pay for the airfare. If you use your own personal credit card, you cannot be reimbursed until after you return and submit all your receipts. Note that you must pay all costs associated with a spouse, partner, or family member yourself.
- If you pay for your travel costs with a personal credit card or cash, a flat stipend will be paid after your return to help cover incidentals related to your global seminar (meals, tips, internet, laundry, etc.). If you use a UC San Diego Travel & Entertainment Card for these expenses, you must provide receipts upon return.
- If you book your plane tickets through Concur, you will be registered for [UC travel insurance](#) automatically.
- The **\$500 enrichment fund** is for unexpected expenses such as a new museum exhibit, a special meal for students, a city tour, etc. Please provide receipts for up to \$500 along with a description of the event. Do not exceed this amount. The \$500 should benefit the students or the program; it is not for personal use.
- The **deadline** to submit receipts is 7 business days after return, and the deadline to submit your travel expense report through Concur is 21 days after return. Scanned receipts or photos of receipts are both acceptable. Please divide the receipts into two categories: “travel” and “enrichment fund” for easier processing.

Initial questions can be directed to the Assistant Director of Program Development and the Global Initiatives Office Managers:

Global Seminars Team globalseminar@ucsd.edu
 Casey Donovan codonovan@ucsd.edu
 Victoria Gerginis-Mellos vgerginismellos@ucsd.edu

II. IMPORTANT DETAILS TO KNOW BEFORE YOU GO

Travel Protocol

Airline Tickets:

Faculty must get help from the Global Initiatives Office Managers setting up their trip in Concur prior to purchasing airline tickets. Please expect to hear from them after your program has met minimum enrollment. Faculty may purchase tickets in a variety of ways: through Concur or Balboa Travel, or by using a UC San Diego Travel Card or personal credit card. All tickets must be coach airfare; if you purchase a business or first-class ticket, you will only be reimbursed for the lowest coach fare published for that flight. In addition, any added stopovers or unusual flight requests that raise the price of your ticket will not be reimbursed.

Your ticket should go directly to the city where the global seminar is based, assuming it has an international airport. We regret that we cannot pay extra for tickets that go to other cities where you may have personal or non-GS university events planned. GS has limited funds for airfare. We strongly urge you to share the flight information and ticket price with us before you make the final booking. Contact the Global Seminars team if you would like to find out the maximum amount included in the budget for your program location. We ask that you do your best to keep airfare low so we can have more money for student scholarships. ***Please wait until the course reaches minimum enrollment before making travel arrangements.***

Enrichment Fund:

Global Initiatives has a \$500 enrichment fund set up for each Global Seminar program. Should UC San Diego faculty have any out-of-pocket expenses abroad that are program-related, Global Initiatives will reimburse you for these expenses upon your return. This fund cannot be used to pay guest speaker stipends or expenses. Faculty must submit original or scanned receipts for reimbursement to the Global Initiatives Office Managers. Please see "Receipts" for details on how to submit receipts.

Examples of program-related uses of enrichment funds:

1. An educational opportunity related to class
2. A cultural, music or art exhibit or event that you would like the students to see
3. Making copies for students for class use
4. Emergency fund if medication/treatment is needed and student is unable to pay

You may not use these funds for recreational activities such as white-water rafting or activities that violate UC policy and practices, such as serving alcohol to students or engaging in activities that void the health insurance.

Additional expenses that receipts may be submitted for:

1. Taxi to and from the airport in San Diego
2. Phone calls made to Global Initiatives staff (emergencies, consultations)

Receipts:

Sort all receipts by category and date. For example, if you use a taxi twice a day, for four days, you should upload two receipts for each day to Concur. This process will expedite

reimbursement. We are unable to process receipts that have not been uploaded. If faculty members have questions about receipts, they should contact the Office Managers. Per UC policy, receipts must be itemized and may not be for alcohol or include charges for non-Global Seminar participants. Submit receipts as soon as possible after the end of the Global Seminar to avoid delays in reimbursement.

Accommodations:

Faculty members are provided with a one-bedroom apartment. If a faculty member requests a larger, more expensive housing option, they must pay the additional cost directly to the third-party provider. In addition, faculty members are responsible for paying any required deposits and cleaning charges directly to the provider. The local study abroad provider will provide the necessary contact information.

Faculty Stipend:

The stipend is intended to cover meals, laundry, and incidentals. Assuming that the faculty member is in the country, the stipend will begin one day prior to the orientation and will end the day after classes end. Contact the Office Managers for the stipend rate for the country that you are going to. The stipend will be provided after the completion of the Global Seminar.

Power of Attorney

Many people who are studying, working, or traveling abroad appoint a trusted person to take care of their personal, business, and financial affairs while they are out of the country.

You should select a person you consider trustworthy to make decisions in your best interest and sign on your behalf. Most people select a parent, long-term significant other, or long-term friend. A casual acquaintance is not recommended. Staff in the Study Abroad Office cannot be asked to act on your behalf as it is considered a conflict of interest.

Some instances when a Power of Attorney may be necessary are:

- Processing banking transactions, including writing and signing checks
- Processing insurance transactions
- Arranging for international money transfers
- Opening and closing accounts in your name

University of California Travel Insurance Coverage

The Office of Risk Services within the Financial Management Department at the UC Office of the President has arranged for employees traveling on official University business to be covered for a wide variety of accidents and incidents while away from the campus or primary workplace. Upon completion of a short traveler insurance form, employees will be provided with information to use if an emergency occurs while traveling on UC business. Registration is required for business trips out of state and to foreign countries.

Be sure to update your cell phone and e-mail contact information in the travel insurance registration system, and remind your students to do the same, immediately upon arrival. In the

event of an evacuation, Crisis 24 is the UC security partner. They should have several different ways to reach each traveler.

UC Travel Insurance: <https://www.ucop.edu/risk-services-travel/>

AXA Travel Assistance, which is part of the UC Insurance package, can provide crucial assistance in the event of a student or faculty health & safety emergency, a geopolitical or natural disaster, lost passport, or student legal issue. This coverage includes global teleconsultation and remote behavioral health support.

medassist-usa@axa-assistance.us

In the US call 855-327-1420. (Note that the toll-free number does not work if calling from abroad. From abroad call +1 630-694-9804.)

How to Use Your Insurance

Here is a quick overview of what to do in the event you experience a health or other emergency, including a theft, while abroad. We hope no one will experience such an issue while abroad, but here are the steps to take in case something does happen.

1. Always keep a printed copy of the UC travel insurance card in your purse or wallet. This document will have the insurance policy number as well as the phone number to call to activate the insurance.
2. You should contact the insurance company as soon as possible, but no later than 24 hours from the onset of your medical emergency. Outside the US, contact AXA Travel Assistance by calling +1 630-694-9804 (collect).
3. The insurance case manager will ask for your UC travel insurance policy number, date of birth, and permanent address as well as information about the nature of the illness or emergency.
4. Then AXA will open a claim file and issue you a medical reference number. They will coordinate your care.
5. Please contact the Assistant Director of Program Development as soon as possible.
6. Please also contact the study abroad provider's local staff as soon as possible.
7. If you experience a very serious situation and are unable to continue teaching for some or all the remaining time abroad, then we will need to determine how your class will continue.

Emergency Contacts

Before departure, please consider submitting the emergency contact information form at the end of this handbook to globalseminar@ucsd.edu.

III. RISK MANAGEMENT

UC San Diego Health, Safety, Behavioral & Academic Contacts

Student Behavioral Issues, UC Conduct Code Violations

SAGE, formerly called Student Conduct

PHONE: (858) 534-6225

<https://sage.ucsd.edu/>

Sexual Assault and Violence

Campus Advocacy, Resources, and Education at the Sexual Assault Resource Center (CARE at SARC)

PHONE: (858) 534-5793

careinfo@ucsd.edu

Academic Integrity, Cheating, Plagiarism, etc.

Tricia Bertram Gallant – Academic Integrity Office

PHONE: 858-822-2163

tbertramgallant@ucsd.edu

<https://academicintegrity.ucsd.edu/>

Travel Health Advice

Student Health

PHONE: 858-246-0941

<https://studenthealth.ucsd.edu/services/travel-clinic/index.html>

Health & Safety Issues, Emergency Evacuation, UC travel insurance Issues

Edie Mitchell – UCSD Risk Management

PHONE: (858) 534-3820

FAX: (858) 534-5202

e1mitchell@ucsd.edu

<https://blink.ucsd.edu/safety/risk/>

Helping an Emotionally Distressed Student

Counseling and Psychological Services

PHONE: (858) 534-3758

<https://caps.ucsd.edu/>

Emergency Management

Safety is a primary concern for everyone involved in study abroad – students, their families, faculty leaders, our partners abroad and UC San Diego Global Seminars. When planning to go abroad, it's important to gain a balanced perspective. Evidence suggests that in general, students abroad are as safe as, or safer than they are on US campuses. However, there are particular risks that may occur overseas, and when any safety issue arises, the fact that students are far from home and in an unfamiliar environment may make the experience more traumatic than it would be in the U.S.

By working with the program provider abroad and the Global Seminar team, faculty leaders can avoid many problems and can be assured of accurate information. There is a set of operating procedures to assist you in the event of an emergency overseas. The Global Seminar team wishes all students and faculty a safe learning experience abroad, and we stand ready to assist if any problems arise.

All Global Seminars faculty and students who are United States citizens must register with the US Embassy or Consulate so consular officials can contact them in the event of an evacuation or other emergency. It is recommended that accompanying family members register too. Before departure, register at: <https://mytravel.state.gov/s/step>.

An emergency is an unplanned or unexpected situation or event that poses a genuine and sometimes immediate risk to the safety and wellbeing of the Global Seminar program participants. An emergency may involve a single program participant, multiple program participants or all program participants. An emergency may include illness or harm, a traumatic incident involving violence, a student who is missing, civil unrest, or a natural disaster in the host country. An emergency may be real or perceived.

If an emergency occurs, faculty must first contact the on-site director for assistance. The faculty member should then send an incident report to the Global Seminars Coordinator for their program and the Assistant Director of Program Development.

When in doubt contact both the on-site study abroad partner, the UC San Diego Study Abroad Office, and in a major emergency, Crisis24.

Nancy Osborne is the UC travel insurance expert at the UC Office of the President. If you have insurance related questions, contact her at: uctravelinsurance@ucop.edu.

Emergency Communications

All faculty must work with their on-site provider to gather a list of local phone numbers for each student in your class during the first day of class. Some study abroad providers also ask students to download an app for group communication. Preparing this contact information in advance will prepare you to respond to an emergency if it becomes necessary.

In the event of a terror attack, natural disaster, military coup, war, or any other emergency situation, all Global Seminar faculty are responsible for working rapidly with the local provider to account for all students and report their status to the Global Seminars team. This communication is time sensitive and must be done immediately. The Global Seminars team

must in turn report through UC San Diego Risk Management to the Chancellor and the UC President's Office.

The following are definitions of levels of emergency:

Minor

- Lost documents
- Violation of the code of conduct that does not endanger any person(s)
- Violation of the code of conduct that does not warrant a student being dismissed from the program

Mildly Serious

- Minor injury that is not life threatening
- Minor illness that is not life threatening
- Student missing class or class activities for a day or two

A situation that may be mildly serious may escalate depending on the circumstances. For example, a missing person for more than 24 hours or one whose disappearance is suspicious should be considered a serious emergency.

Serious

- Major injury or illness
- Arrest
- Vehicle accident (with or without injury)
- Physical assault
- Sexual assault
- Mental illness

Severe

- Suicide threat
- Bomb threat
- Explosion
- Heightened security alert

Very Severe

- Terrorism
- War
- Hostage situation
- Disease outbreak
- Natural disaster
- Death of a participant or family member at home

In the event of a mildly serious to very severe situation, faculty should be in immediate contact with the program provider and the Study Abroad Office for assistance and support.

Terrorism, War & Natural Disaster

UC Office of the President contracts with an international security company, Crisis 24, which provides the following services:

1. Emails about terrorism, war, or natural disaster incidents
2. Emergency phone number to call for advice and directions
3. Crisis24 can provide immediate advice on how to escape an ongoing situation, or where to shelter in place.
4. Emergency evacuation services if needed

In the event of an emergency, students should follow the student emergency protocol:

- Get to safe place/find shelter
- Contact their family immediately
- Contact/respond to you, the on-site provider staff, and the UC San Diego Global Seminars team
- Follow directions of local authorities

Student Death

In the event of a student death:

- Faculty should contact the program provider, who will work with local authorities and assist in contacting the U.S Consular officials at the local embassy or consulate.
- Faculty should contact the Global Seminars team via phone and e-mail. For after-hours emergencies, please use the emergency line to call UC San Diego Police at (858) 534-4337. The police will forward your call to a Global Initiatives staff member.
- The Assistant Vice Chancellor of Global Initiatives will coordinate with the Senior Director of Strategic Global Initiatives to contact the VC of Student Affairs, the appropriate College Provost, and Dean of Students. They will then work together to decide who should contact the family if they have not already been contacted by the U.S Consulate.

Missing Student

All students must notify you and/or the local provider of the personal travel plans. There is a sample Student Travel Plan Report Form at the end of this handbook. This requirement is absolutely critical in case a student is missing or if there is a terrorist incident or natural disaster and we need to locate and account for all students.

Example: A student has not shown up for class, excursion etc. Check with their roommate and other classmates. If no one has seen the student, contact the program provider and the Assistant Director of Global Initiatives.

Student Arrested

If a student is arrested, you should immediately contact the program provider and the Assistant Director of Program Development.

Important State Department Emergency Services

- [Death of a UC citizen while abroad](#)
- [US citizens missing abroad](#)
- [Arrest or detention of a US citizen abroad](#)
- [Help for US citizen victims of crime](#)
- [Lost or stolen passports abroad](#)

SAFETI Online Newsletter

- https://globaled.us/safeti/v2n22002ed_top_ten_list.asp

Advice for Students on Sexual Harassment

(Adapted from Eleanor Roosevelt and International House Residence Life)

"The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and if necessary, discipline behavior which violates this policy."

University of California, Systemwide Sexual Harassment Policy Statement, April 23, 1992

Knowing how to identify harassment, whether it is between two students, between a professor or teaching assistant and a student, between a homestay family member and a student, a residence authority and a student, etc. - and where to report an incident - can help to maintain a safe, harassment-free environment.

Sexual harassment may include:

- Derogatory remarks, teasing or jokes made about one's clothing, body, or sexual activities based on gender
- Visual materials or pictures that unnecessarily sexualize the environment or that students find offensive
- Subtle pressure for sexual activity and dates
- Unnecessary and unwanted touching, patting or pinching o Demanding sexual favors accompanied by overt threats concerning such things as one's job, grades, letters of recommendation, etc.
- Verbal harassment or abuse
- E-mail and any electronic communications that include any of the above
- Physical assault

Harassment issues with host nationals may be particularly difficult to identify abroad, where cultural norms are often different than those in the US. A fair rule of thumb is to assume that sexual harassment consists of any unwanted sexual advances and behavior of a verbal, visual, written, or physical nature in living arrangements or in an educational or work

environment. The student should note, however, that the US description of sexual harassment might not mirror the description of harassment of the country in which they are studying. In such cases, if they feel comfortable, students are encouraged to discuss these issues with the program provider.

Global Seminar faculty and students should trust their judgment and intuition. If a situation makes them uncomfortable, it needs to be addressed. Students should never ignore sexual harassment. Ignoring it will not make it go away; it will only get worse. Both males and females can be sexually harassed, and the perpetrator can be male or female and of the same or opposite gender. Students should seek help from the study program provider and/or faculty. The study abroad provider personnel can provide counseling and advice and act on the student's behalf to remedy a problem.

Advice to Give Students Who Experience Sexual Harassment

Trust what you are feeling. Many people feel ashamed or humiliated as a result of the harassment. It is not your fault and you do not have to put up with it. Take one step at a time. It's easy to feel overwhelmed. If it's possible, and safe, talk to the harasser. Clearly and firmly tell the harasser that you want the behavior to stop. If you can, tell the harasser how the behavior makes you feel. Let the harasser know that you will take further action if the harassment does not stop. Keep records. It is very important to write down dates, times, places, and witnesses to what happened. If you receive any notes, e-mail, or written letters from the harasser, keep them. Information that is documented can be used to support a complaint. Report the incident to the Global Seminars program provider and to the Study Abroad Office. They can help you to resolve the issue and provide counseling and guidance. If you need further assistance, or you do not feel comfortable in dealing with the Study Abroad provider, contact the Study Abroad Office. Refer to the contact information included at the beginning of this handbook. Call or e-mail to leave a message. When you establish contact, indicate that you are having a sexual harassment problem and leave a phone number and a good time to call you back.

For More Information:

The UC San Diego Office for the Prevention of Harassment and Discrimination (OPHD) provides advice and assistance in investigating and resolving complaints of sexual harassment and provides education on the subject to the entire UC San Diego community.

Contact OPHD:

<https://ophd.ucsd.edu/>

Phone: (858) 534-8298

Fax: (858) 534-0393

E-mail: ophd@ucsd.edu

Office for the Prevention of Harassment and Discrimination
University of California, San Diego
9500 Gilman Drive
Mail Code 0024
La Jolla, CA 92093-0024

The office is open Monday through Friday from 8:00 am until 4:30 pm and is located in Pepper

Canyon Hall, fourth floor, suite 472 (behind Gilman Parking Structure).

Victim of Sexual Assault or Other Crime

Example: A student is a victim of attempted rape or other alleged sexual assault

Example: A student is the victim of petty theft, mugging, or physical assault

In responding to students who have been the victim of a crime the most important and fundamental support we can offer is to believe the student. It is not our job to investigate the crime. Referring the student to the appropriate services is the vital next step.

Sexual Assault is a traumatic event in a person's life. Both men and women can be victims of rape. For victims, feelings of shock and disbelief are often accompanied by a sense of shame and responsibility. Many victims believe that they are somehow to blame for their victimization, making them hesitant to reach out for help. The fact that, in the majority of cases, a non-stranger (friend, acquaintance, current or former partner) is the assailant, adds to the shame and confusion the rape survivor experiences.

In responding to students who have been sexually assaulted the most important and fundamental support we can offer is to believe the student. It is not our job to investigate the crime. Instead, refer the student to the appropriate services.

Faculty Checklist:

- Be sensitive to the emotional needs and feelings of the student
- Listen with empathy and care. The student may need to tell their story several times. Acknowledge their traumatic reactions.
- Note that you are not a confidential resource and must report this crime to the local provider, UC San Diego Global Initiatives leadership, and UC San Diego OPHD.
- Begin a written log, with basic time and date information. Do not note private details
- Contact the local provider to coordinate assistance, such as hospital care, counseling, and if the student requests it, filing a police report.
- Contact the Assistant Director of Program Development as soon as feasible. The Assistant Director will contact the appropriate campus parties including CARE at the Sexual Assault Resource Center (SARC). The Director of CARE at SARC will be available to provide support via phone and email to the faculty and confidential remote counseling if the student requests it.
- Try to clarify if the student wants to notify family. If the student would like family contacted, the Director of CARE at SARC will be available to facilitate that conversation.

IV. STUDENT CODE OF CONDUCT

Student Misconduct

If a student is engaged in misconduct, it is important that faculty notify the Global Seminar team and complete the [Academic Integrity Violation and Non-Academic Misconduct Report Form](#). SAGE will then decide the extent of responsibility and the consequences for student misconduct upon the student's return. If the incident is severe and warrants dismissal, the Study Abroad Office will work with the program provider and SAGE to make sure that the rights and needs of the program as well as those of the student are met.

All enrolled Global Seminars participants sign the participant contract below as part of the application process.

Participant Contract

- 1) I understand that the purpose of this UC San Diego Global Seminar is academic, that I am enrolled in a demanding academic program and not on vacation, and that as a UC San Diego Global Seminar participant I am expected to be a University of California ambassador of goodwill throughout the time that I study and travel abroad. Attendance at all class activities is mandatory, and the Faculty Leader may mark down my grade if I do not attend.
- 2) I understand that to be in good standing with the UC San Diego Global Seminar program, I must be registered, must have paid all fees and costs, and must be making satisfactory academic progress as defined by the Faculty Leader and the Program.
- 3) I understand that I must act responsibly and ensure that my behavior will not endanger myself or others. These requirements are necessary to ensure the safety and well-being of all program participants, the faculty, and others in the community, as well as to ensure the continued viability of the program. UC San Diego Global Seminar participants:
 - a. must be familiar with and abide by the terms of this Contract, with materials provided during enrollment, with University, campus, host institution, and residence rules, regulations, and standards of conduct for students, and with program participant handbooks and guides;
 - b. must at all times respect the laws, customs, and rights of people in all countries visited, and must not engage in illegal, dishonest, disruptive, or dangerous conduct that jeopardizes the safety and well-being of themselves or others; and
 - c. must avoid conduct that jeopardizes the orderly operation of, and the educational opportunities provided by, the specific UC San Diego Global Seminar Program, and/or the standing, credibility, and viability of the Study Abroad UC San Diego as a whole.
- 4) I understand that if I breach this contract, the UC San Diego Global Seminar Faculty Leader and/or the Program Office may take appropriate action, up to and including immediate removal from the program.
 - a. I acknowledge that my rights with respect to any alleged breach of contract are controlled solely by the terms of this contract.
 - b. I understand that the decision whether I have breached the contract and what action is appropriate is within the sole discretion of the Program Provider and the Faculty Leader in consultation with the Faculty Led Programs Director, including whether or not I can stay and continue to participate in the program and/or to live in program

facilities.

- c. I understand that breach of this contract may, for example, result in:
 - i. immediate permanent removal from the program and exclusion from classes, facilities, activities, and/or events. The program will not be responsible for a participant's expenses if he or she is removed from the program.
 - ii. temporary exclusion, in whole or in part, from the program or from all or specified classes, facilities, activities or events; and/or from the host institution.
 - iii. written warning from the Faculty Leader or Study Abroad UC San Diego.
- d. I understand that student disciplinary procedures do not apply to removal or exclusion from the UC San Diego Global Seminar program for breach of this contract. Before removing and/or excluding a participant from the Program for a breach of this contract, the Faculty Leader and Program Provider will, if possible and practicable under the circumstances, meet with the participant to provide notice of the nature of the suspected breach and give the participant an opportunity to respond. The Faculty Leader's determination after meeting with or attempting to meet with the participant is final.

5) Breach of contract. I understand that a breach of this contract includes, but is not limited to, the following:

- a. Having visitors or guests in the program accommodations.
- b. Students staying in accommodations other than the program accommodations when classes are in session.
- c. Any behavior that endangers the health or safety of the participant, other participants, and/or others, including, but not limited to having impermissible guests in the accommodations, physical assault, threats of violence, or other conduct that threatens the health or safety of any person.
- d. Any behavior that is detrimental to the learning process and academic purposes of the program, including but not limited to academic misconduct such as cheating or plagiarism and/or which causes non-trivial disruption to the program, to the host institution, or to facilities, activities, or accommodations (including host families and their homes).
- e. Any possession, distribution, or use of illegal substances, or possession, distribution, or misuse of alcohol, including but not limited to:
 - i. use, possession, transportation, or distribution of any alcoholic beverages or controlled substances in or to program classrooms, offices, activities, or residential facilities, or on program excursions, unless specifically authorized in writing by the UC San Diego Global Seminar program because it is related to the subject of the program (e.g., Viticulture and Enology in France);
 - ii. intoxication or other use or misuse of alcohol or other controlled substances that disrupts UC San Diego Global Seminar programs, classes activities, or facilities; or
 - iii. providing alcohol to others, encouraging others to drink, or endangering a fellow participant who is using/under the influence of alcohol.
- f. Any possession, distribution, or use of weapons of any kind (including but not limited to firearms and knives) in or at UC San Diego Global Seminar programs, facilities, or activities. UC San Diego Global Seminars will immediately terminate the contract of a participant who attempts to use a weapon of any kind.
- g. Any behavior that endangers property or resources of others, or which jeopardizes

the viability of the program, including but not limited to:

- i. theft, misuse or damage to or destruction of facilities, equipment (including computers, email accounts, and other electronic resources), or property of the program, of other participants, or of other individuals in the community; or
- ii. forgery, alteration, or misuse of official documents, records, keys, electronic devices or identification, including identity theft or credit card fraud.
- h. Any failure to comply with University Standards of Conduct, UC San Diego Global Seminars program rules, terms and standards of this contract, or other rules or regulations of the host institution or residence facility, all of which are incorporated herein by reference.
- i. Attendance Policy: Classes are held regularly from Monday to Friday. All students are expected to attend field exercises and guided tours, which are an integral part of the courses. No unexcused absences will be allowed. Students may only be absent from class if they are sick or if they have a family emergency, and in both cases the student must have their absence cleared by their professor (if the absence does not get cleared, then the student's grade may be impacted). Also, two tardies are equal to one unexcused absence (being 10 minutes late to class gives you a tardy). There will be no exceptions.
- j. Orientation Policy: Orientation is MANDATORY. Any student that does not attend orientation may be withdrawn from the program and will forfeit any non-refundable fees and deposits. The student could also be sent home from the program.
- k. Any failure to provide UC San Diego Global Seminars with complete and accurate personal information as requested, or to provide updated information if there are any changes. Personal information includes, but is not limited to my current, and permanent mailing addresses and phone number; my parent, guardian, and/or emergency contact name, address, phone number, and email; required medical documentation; and my email address. Failure to provide this information by the stated deadline is grounds for dismissal from the program without a refund.
- l. Students agree not to rent and/or drive automobiles, trucks, motorcycles, mopeds, and/or any other motorized vehicles. Students agree not to drive by themselves or with others.

6) Referral for student disciplinary action. I understand that, in addition to and separate from remedies for breach of contract described under number 5 above, I may be referred for student disciplinary action at UC San Diego. The Faculty Leader may refer UC San Diego Global Seminar participants for disciplinary action by sending a written referral to the UC San Diego Center for Student Accountability, Growth, and Education (SAGE). SAGE will notify the participant in writing of the pending action and request a meeting with the participant, usually scheduled for after the participant returns to UC San Diego. Disciplinary referrals will be handled in accordance with the university's policies relating to student conduct.

- a. I understand that disciplinary action may affect my status as a student, and potentially includes, but is not limited to, disciplinary probation, loss of privileges and exclusion from activities, Suspension, Dismissal, monetary restitution, and restrictions on future registration, graduation, or the issuance of grades or transcripts.
- b. I understand that Global Seminar conduct regulations incorporate and extend the University of California Standards of Conduct for Students.

7) I understand that before departure, I must confirm my eligibility for entry into the

destination(s)/host country(ies), including any requirements relating to criminal records. I understand that I am not eligible for a refund if I am denied entry into the destination(s)/host country(ies).

- 8) I understand that all UC San Diego Global Seminar fees are due one week before the beginning of the summer session in which my program is held. I also acknowledge that fees will be charged to my account according to the schedule on the Global Seminars website at <https://studyabroad.ucsd.edu/students/programs/global-seminars/billing-refunds.html> and that I am liable for fees charged as outlined in that schedule.
- 9) I understand that if I decide to cancel my participation in UC San Diego Global Seminars, then I must turn in a Cancellation Form (available through the TritonsAbroad Document Library). I acknowledge and understand the refund schedule for cancellations and withdrawals. I acknowledge that Study Abroad UC San Diego has encouraged me to consider purchasing trip cancellation insurance to potentially recover lost program fees associated with cancellation or withdrawal.

Course Fee Information

Course fees and schedules are determined by the Summer Session office. Please see <https://summersession.ucsd.edu/> for information about billing dates, amounts and refund policies.

Per the University of California San Diego all students are charged Campus Based Fees as part of Summer Session registration (University Center, Recreation Facility, ICA Student Activity fee). For specific fee information please visit <https://summersession.ucsd.edu/tuition/index.html>.

- 10) I understand and agree that should I incur an outstanding bill at the host institution, I must make full payment prior to departure. I also agree to pay for any property damage I might cause to the host institution, facility, or site. If I fail to make payment, I understand that I will be billed for all outstanding debts, including, but not limited to telephone charges, property damages, room service charges, and/or lost keys. I understand that unpaid charges can be sent to collections.

By signing below, I have read, understood, and agree to abide by all policies on this Participant Contract.

Addressing Cases of Potential Misconduct when Abroad:

There are two phases to a good confrontation. The first is to deal with the situation and to stop any dangerous or inappropriate action when it occurs. The second is to follow up by talking to the individual in private at a later time.

1. When misconduct happens, you must document it using the incident report form. Please be as detailed as possible as this information will be sent to Student Policy and Judicial Affairs.
2. Talk to witnesses, other students, staff, etc., who were present and include this information in the incident reporting form. Do not take pictures, record speaking, etc. If this type of documentation is necessary, local authorities should be involved.
3. Meet with the student in private and give them the opportunity to respond.
4. Document what occurs at all meetings.
5. Inform the Global Seminars team immediately.

Options for Action:

The student violated the contract, but the incident is minor and may only warrant a conversation rather than termination from program. If in doubt please refer to the contract, talk to the program provider and contact the Assistant Director of Program Development or Global Seminars Coordinator. If the student violated the contract, the instructor must contact Assistant Director of Program Development or Global Seminars Coordinator so that they may determine together, based on the contract and UC San Diego code of conduct policy,

1. If the student should receive a written warning indicating that a subsequent violation could result in termination or
2. If the student must be removed from the program.
 - If a student is removed from the program, they are responsible for making their own arrangements for accommodations, return travel etc. According to the terms of the contract, the student is not entitled to a refund, or credits for course enrollment. The student must also leave housing and is not allowed to participate in any further Global Seminars activities or excursions.

In addition to the participant contract included above, the following apply to students studying abroad with Global Seminars:

Global Seminars participants are subject to, and should be familiar with, student conduct policies of the program provider, and of UC San Diego. Students should note that program provider policies may be stricter than UC campus policies because of the broader consequences of student conduct when a student is participating on a global seminar (e.g., student conduct may affect Global Seminars' relations with the program provider and the local community or arouse anti-American sentiment). In addition, students should note that the timing of Global Seminars' procedures is more compressed than campus procedures due to the short duration of Global Seminar programs.

Consequences of Dismissal

If the decision is made to dismiss the student from a global seminar, the student's participation in the Program shall be terminated. A student who is dismissed from a global seminar for violation of the Student Conduct and Discipline Policy will receive no credit for course work in

progress; the faculty member will submit grades as W. In cases of dismissal for violation of the Academic Conduct Policy, the faculty will submit grades as NR; the final grades will depend on resolution of the case once the student returns to UC San Diego.

Termination of student's participation in a Global Seminar shall not diminish or otherwise affect the student's obligation to make all payments to The University of California San Diego. The student will not be entitled to a refund of fees, may be required to reimburse the University of California San Diego for financial aid received, and is responsible for all non-recoverable costs incurred by the program provider or Global Seminars as well as personal financial obligations, including utility bills and rent.

A student's registration at the University of California San Diego may be blocked until all such financial obligations have been met. The University of California San Diego campus may, in addition, impose further sanctions, such as suspension or dismissal from UC.

V. CROSS CULTURAL AND INTERNATIONAL TRAVEL RESOURCES

UC San Diego Principles of Community

Please encourage students to follow the [UC San Diego Principles of Community](#) while participating in a global seminar. The Global Seminars mission is to allow students from all backgrounds to have an outstanding and life-changing experience studying abroad. It is essential that we create a supportive learning environment where all students can thrive.

Below are some ideas for supporting students at each step in this journey.

Pre-departure and on-site orientations:

- During the pre-departure orientation, the Global Seminars Coordinators will lead students through an activity to explore how the students' identities may affect their experience abroad and begin setting community guidelines for supporting each other as they navigate their experience abroad.
- During the on-site orientation in the summer, take a leading role in welcoming all students and reminding them about them to look out for each other.

Learning environment

- Attempt to create a classroom learning environment in which all students have the opportunity to participate actively in class and express diverse perspectives.
- Many Global Seminar faculty have created course themes related to changemaker topics such as social justice, sustainability, the environment and climate change, migration, and development.

Health, safety, and mental wellbeing

- While abroad, students may experience racism, prejudice, bias, and even violence. Other students may have disabilities which could limit their ability to participate in some of the excursions or class activities, so they may need special accommodations and potentially medical support in an emergency.

- Some students will have fewer financial resources than others. Try to avoid accidentally excluding students from optional activities that have an added cost that is unaffordable for those students.
- During the program, we ask you to consider holding informal small group gatherings to give students an opportunity to share their cross-cultural experiences, both positive and negative, and develop emotional resilience.
- See the article “[Moving with Emotional Resilience Between and Within Cultures](#)” for advice about helping student travelers regulate the emotions that are common during cultural transitions.
- See the Study Abroad diversity and identity web page for [resources for LGBTQIA+ students who are studying abroad](#).

Provider support

- Our local on-site study abroad partners have been trained to support college students from diverse communities and backgrounds. They are knowledgeable about the local culture and can assist you and the students in navigating any cultural differences and/or critical incidents that may occur.

UC San Diego Global Initiatives International Travel Guidance

As we navigate an evolving landscape, our dedication to global engagement remains steadfast. The strength of our university lies not only in our campus but in the enduring connections we share across borders — with colleagues, partners, and collaborators who enrich our academic and research endeavors.

We recognize the vital role these relationships play in advancing knowledge, fostering innovation, and shaping a more interconnected world. We remain committed to supporting our global community, ensuring that our shared mission of discovery, learning, innovation, and impact continues to thrive.

Wherever your journey takes you, know that you are part of a university that values and upholds its global spirit — today and always.

We encourage all travelers to prioritize their safety and well-being, make informed decisions, and utilize available resources when considering travel. In that spirit, the following is a general travel resource guide for the international community at UC San Diego.

Prior to travel, we encourage you to take the following steps:

- Make sure your travel and identity documents are current and have at least 6 months remaining prior to the expiration of passports, a valid visa, etc. Check travel guideline updates at the institutional, state, and federal level.
- [Register your trip](#) through Concur/ConnexUC or UC Away so that you have the latest travel alerts through the University of California’s partnership with [Crisis24](#). [Registration at one site or the other is required](#) for all university-related foreign travel.

- The [U.S. Department of State](#) issues travel advisories to inform travels of potential dangers, categorizing countries into different levels of risk.
- U.S. export regulations may require an export license or license exception for particular materials or items (including technical data or software) transported or accessed internationally. For assistance with export control questions or international shipment reviews and to prepare appropriately for travel, please contact [Export Control](#).
- International travel can present cybersecurity challenges. Please review [UC's recommendations for traveling with electronic devices](#). Be aware that your electronic devices may be searched at borders.
- If you anticipate disruption to travel that would interrupt your research award or grant, you may need to formally modify your award agreement. Contact OCGA at researchadmin@ucsd.edu for assistance with award modifications.

Other Resources:

- If you have concerns about travel as an international traveler or U.S. citizen, feel free to consult [Global Initiatives](#).
- [iTravel.ucsd.edu](#). ISEO's travel guidance page contains valuable information, including the necessary documents and guidance for reentry, for those with F-1, J-1, H-1B, and other visas.
- [University of California Federal Updates page](#)
- You may consider consulting with an attorney prior to travel:
 - [San Diego County Bar Lawyer Referral and Information Service](#)
 - [Tips for Finding an Immigration Attorney](#)
 - [UC Immigrant Legal Services Center \(UCIMM\)](#) (serves immigrant UC students and their immediate family members, and can consult with UC staff and faculty)

Updated April 3, 2025

International Travel Knowledge for Students

(Adapted from The Center for Global Education)

Below are some travel topics that students should consider before traveling abroad.

How Foreign Laws Apply to You

1. What kinds of laws do students from the United States break in your host country and other countries (perhaps, unknowingly)?
2. What kinds of legal assistance can the local U.S. Embassy or Consulate provide you?
3. What are the penalties for drug use in your host country and in the countries you will visit?
4. Is consumption of alcohol legal in your host country and in the countries you will visit? If so, what is the legal age for alcohol consumption?
5. Do you know how the legal system works in your host country and in the countries to which you will be traveling ("innocent until proven guilty" or "guilty until proven innocent")?
6. In addition to any local/national laws, what are Global Seminars and the University of California specific set of rules to be followed?

Airport Safety, Duties and Customs

1. Do you have all of your identification and travel documents in an assessable, yet secure, location?
2. Did you accept anything from anyone before boarding your flight?
3. Did you pack your bags yourself?
4. Did your bags ever leave your sight or supervision before they were checked in?
5. Did you fill out all necessary declaration forms?
6. Were you honest in declaring everything you are bringing into or out of the United States?
7. Were you careful to avoid carrying any item that be considered illegal in the United States or abroad, or may cause you to be suspected of smuggling?
8. What items cannot be brought back into the United States from your host country?
9. What steps can you take to maximize your safety while at airports?
10. What are your airline's regulations in terms of what you can and cannot pack in your luggage, including carry-on bags?
11. When should you fill out a duties and customs declaration form?

VI. IMPORTANT FORMS

Faculty Emergency Contact Information

I hereby authorize UC San Diego Global Seminars to contact the following individuals in the event of an emergency.

Faculty Name: _____

Program: _____

Faculty Signature _____ Date _____

Primary Contact

Name: _____

Address: _____

Email: _____

Cell Phone Number: _____

Home Phone Number: _____

Relation to Faculty: _____

Secondary Contact

Name: _____

Address: _____

Email: _____

Cell Phone Number: _____

Home Phone Number: _____

Relation to Faculty: _____

UC San Diego Global Seminars Student Travel Plan Report

Please complete this form and turn it in to your professor whenever you have weekend travel plans during the planned program dates. Thank you!

Name(s) and Cell phone numbers (Use back for additional names):

Destination (City, Country): _____

Name of Hotel/Hostel/Host: _____

Method of Transportation (i.e. plane, train, car): _____

Date/Time of Return: _____