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DREXEL GLOBAL NON-CREDIT EXPERIENCE ABROAD PROGRAM SUPPORT GUIDELINES AND REGULATIONS

Non-Credit Experiences Abroad are multilayered co-curricular experiences that involve careful budget planning, intricate logistics, and complex liability, health, safety, and security issues. Recent changes to the US regulatory environment relating to both international research and education abroad experiences, particularly since the 2020 pandemic, have added a significant burden on institutions to protect their travelers and ensure compliance with new safety, insurance, and federal regulations. As the final approver and sponsor of NCEA programs, Drexel University is ultimately responsible for financial, logistical, health, safety, and security aspects of all programs.

To help equip program directors for successful NCEA development and facilitation, Drexel Global provides oversight in developing a compliant financial, health, safety, security, and logistical plan for the program. Finally, Drexel Global supports the NCEA application lifecycle through its dedicated software. This includes providing official communications and guidance to students related to university policies and procedures, ensuring an equitable application process, collecting student payments, and guiding both students and program directors through application review and admissions protocols.

1. DEFINITIONS

A. NCEA Program Director

A NCEA Program Director is the official leader of record for the NCEA and is responsible for the design and execution of the program. The Program Director is expected to manage all aspects of the program, including development, implementation, and accountability for finances, health and safety, program activities and support structure, and risk management. Given the complexity of NCEAs and the institutional liability inherent to education abroad programs, Drexel Global offers both oversight and significant support to program directors on financial, health, safety, security, and logistical planning to ensure compliance with university and government processes, policies, and procedures.

Minimum NCEA enrollment is at the discretion of the department. Drexel Global's goal is to have on-the-ground back up support in place for every NCEA regardless of size (see the four options we provide below) and recommend adding one program staff member for approximately every 10 students. The specific support structure needed will be discussed and decided on an individual case basis. Drexel Global staff and NCEA Program Directors will discuss the required staffing levels for each NCEA on a case-by-case basis and will take into consideration the additional on-the-ground support provided by a third-party organization and/or local institutional partner(s).

NCEA Program Directors and Chaperones must be active Drexel employees, including full-time staff, part-time staff, faculty, adjunct faculty, holders of graduate appointments, instructional faculty, clinical faculty, or any other category of regular Drexel employee. In the event of exigent circumstances, non-Drexel chaperone arrangements will be considered and reviewed on a case-by-case basis by the Travel Risk Review Committee (TRRC) and confirmed by the Vice Provost for Global Engagement.

The process to nominate an external (non-Drexel employee) individual as a chaperone begins by securing written approval from the Department Chair or Dean. This approval, a brief (1 page) rationale as to why an external individual is a necessary participant in a Drexel NCEA, along with the candidate's resume must be submitted for review to the TRRC, which includes Human Resources and Risk Management. If approved, HR will take the necessary steps to engage the individual for the intended role. Given the complexity of this process, the TRRC requires 6 months for their review.

B. NCEA Chaperone

NCEA Chaperones act in a non-academic role to support instructors in managing on-the-ground program logistics and student wellbeing for the duration of the program. This includes 24/7 availability for student support onsite. The chaperone consults directly with the Senior Director, Global Safety and Operations for training and support regarding health, safety, security, and compliance issues or concerns.

C. Third-Party Providers/Institutional Partners

Program Directors must engage a third-party provider/partner for logistical (and academic as needed) support when proposing and running NCEA programs. Drexel Global can offer support in identifying and engaging a provider or partner. These providers/partners may provide assistance with logistics, staffing, an/or instruction as part of their NCEA agreement.

D. Guest Lecturers

Guest lecturers are defined as persons with deep expertise in the host region who are engaged, typically in exchange for an honorarium or stipend, to provide a guest lecture(s) during a Drexel NCEA. Guest lecturers generally live in the host country/ies and offer local expertise and context that supports the program learning outcomes. Guest lecturers engage with the NCEA for the purposes of their lecture(s) only and may not travel with the program as a participant / co-facilitator, may not attend other program events (other than meals on their lecture day and welcome/closing receptions), may not undertake chaperone duties (as defined above), and may not be reimbursed for airfare or hotel expenses.

Guest lecturers are differentiated from staff in the host country affiliated with the third-party provider/ partner institution, whose role may include program co-instruction, facilitation, and/or logistical support as per their NCEA agreement.

2. ASSISTANCE WITH FINANCIAL AND LOGISTICAL PLANNING

Prospective NCEA Program Directors work with their Drexel Global contact to complete and submit the NCEA Program Form along with a budget and itinerary. These materials are then reviewed for final approval by the Senior Director of Global Safety and Operations and the Vice Provost for Drexel Global. Additional information about available support, process, and requirements is available in the Leader Handbook, which all Program Directors are required to read as part of the NCEA program planning process.

3. NCEA PROGRAM SUPPORT STRUCTURE

In developing the NCEA, Program Directors are required to indicate the program support structure they will implement along with a budget that clearly itemizes any related costs for

Directors(s) and chaperone(s), if applicable. What follows is a summary of the program support structure Drexel Global offers.

As the administrative sponsor of NCEA programs at Drexel, there are situations where Drexel Global staff may accompany a program to support the NCEA Program Director as a Co-Program Director, chaperone or in some other capacity for site vetting purposes, to meet logistical support needs, or as a combination of these purposes.

Health, safety and security decisions, including emergency assistance, crisis management, and vetting sites/programs abroad where Drexel students, staff, and faculty travel, are the primary responsibility of the Senior Director of Global Safety and Operations in consultation with Risk Management, Office of General Counsel, NCEA program directors, staff leaders, and others. The Senior Director may join a program as an NCEA Co-program Director or chaperone (travel would be covered from program fees to fulfill the chaperone role) or simply to supervise and evaluate health and safety conditions on the ground (Drexel Global would fund travel costs in that case). These processes are standard best practices in the field and remain key to minimize safety and legal risks and protect Drexel from institutional liability.

NCEA's are required to follow one of these models. Each model ensures that there is adequate academic, health, safety, and logistical support in case of an emergency situation where an instructor of record cannot execute the program. Any non-student traveler engaged during the entirety of the program must be an active Drexel employee and must complete Drexel Global's International Travel Registration.

B. A Drexel Program Director and a Drexel Chaperone (Staff or Faculty Member)

A Drexel Program Director facilitates NCEA activities and on-the-ground experiences with local experts. If the Program Director falls ill or is otherwise incapacitated, the chaperone can still coordinate and execute the itinerary with minimal disruption. Drexel's emergency coverage from On Call International includes Program Director/chaperone replacement. To activate this benefit, On Call must approve the request.

C. Drexel Program Director and a Drexel Graduate Assistant (PhD Student)

Compensating the TA for their teaching duties is at the discretion of the department.

D. Other: Provide Details (To Be Reviewed by Drexel Global)

Example: A contract with an on-site partner organization whose staff members have local expertise and can lead the NCEA if the Program Director cannot.

4. ADDITIONAL SAFETY AND SECURITY SUPPORT

A. Site/Program Vetting

Drexel Global Safety and Operations maintains a site vetting protocol designed to limit liability and meet duty of care/regulatory requirements while focusing on the provision of safe and secure international experiences for Drexel students, faculty and staff. By assessing and determining levels of risk and site vetting needs, this Program facilitates safer and more secure experiences, informed site viability determinations, and responsible stewardship of Drexel University resources. All NCEA's are subject to the requirements of this program.

Initial vetting occurs through a location assessment and utilizes information provided by the State Department, the Overseas Security Advisory Council (OSAC), professional

organizations, Drexel's emergency services provider, On Call, and other reliable sources. As the administrative sponsor of NCEA programs at Drexel, Drexel Global staff may accompany a program to support the NCEA Program Director and Co-Program Director, as a chaperone, or in some other capacity for site vetting purposes, to meet logistical support needs, or as a combination of these purposes.

B. Emergency Services Provider

As an essential layer of protection and support for Drexel travelers, Drexel University engages On Call International as its emergency services provider to offer immediate and comprehensive emergency services and medical insurance, including but not limited to medical care, risk mitigation, and evacuation when needed.

C. Senior Director of Global Safety and Operations

A primary source of support for NCEA leaders is the Senior Director of Global Safety and Operations. Working out of Drexel Global, this position provides mandatory training, offers consultations, conducts risk assessment, verifies insurance programs, and is available for 24/7 support through the duration of the NCEA. The Senior Director of Global Safety and Operations will be your main point of contact for any health, safety, or security related concerns you may have before, during, or after your NCEA.