

## **Guidelines for Non-Students Participation in University of Missouri Study Abroad Programs**

**Purpose:** These guidelines are provided to assist in making informed decisions related to the inclusion of non-students in all or part of a study abroad program. Study abroad programs are academic programs and accompanying non-students should not interfere with the function of the study abroad program and academic experience in any way. This principle must be made transparent for all those involved in the study abroad program, especially the students, so there is no misunderstanding that student program fees are, in any way, subsidizing non-students.

**Guidelines:**

1. Non-students are defined as persons who do not enroll or pay for academic credits for the study abroad program. This does not include paid faculty and academic staff leading the program.
2. Participation:
  - a. Individual programs may establish more stringent guidelines pertaining to participation of non-students. This includes prohibiting their participation in study abroad programs.
  - b. Non-students should not be permitted to participate in the regular activities of the study abroad program, in other words, they cannot attend classes or other academic sessions.
  - c. Non-students can be invited with the permission of the study abroad program coordinator to participate in social or cultural events or excursions as long as they are responsible for paying any expenses incurred.
  - d. There are host institutions that do NOT accommodate non-students. It is the responsibility of the study abroad participant to verify host institution policies concerning non-students using the institution's facilities or participation in program activities (not governed by MU).
3. Travel and Housing Arrangements:
  - a. Travel arrangements are the responsibility of the non-student including all transportation, passports and visas, insurance, etc.
  - b. Housing and other living arrangements such as meals are the responsibility of the non-student. This includes all expenses incurred for the non-student. Host institutions may limit or prohibit accommodating non-students.
4. Minor Children:
  - a. Care of minor children accompanying faculty, staff, or students should not interfere in any way with the duties and activities of the study abroad program. Child care is the responsibility of the study abroad participant, and children 15 and under must be accompanied by a full-time caregiver. Some countries place restrictions on travel with minors and it is the responsibility of the parent/guardian to comply with these.
  - b. It is strongly recommended to consider the difficulty involved in taking minor children on a study abroad program. They require more attention than they require at home due to the language barrier as well as lack of usual friends, recreational, and educational activities. It is more difficult for the study abroad participant to focus their full attention on the academic experience while meeting the needs of a minor child.
5. Employment of non-student
  - a. Family members of a study abroad program faculty or staff may NOT be hired to perform duties on the study abroad program if the fulfillment of such duties is under the general supervision or direction of the faculty member or staff. (refer to Section 320.040 Collected Rules & Regulations, [www.system.missouri.edu/uminfor/rules/personnel/320040.htm](http://www.system.missouri.edu/uminfor/rules/personnel/320040.htm))

6. Financial Considerations

- a. All expenses incurred by a non-student are the responsibility of the non-student and this must be transparent to all that program fees are not subsidizing the expenses of the non-student.
- b. Program activities should not be arranged to accommodate non-students if the cost increases to study abroad participants.

(Approved by the Study Abroad Advisory Council (SAAC), November 2007)