

Chancellor's Memorandum
CM-65–International Educational Experiences

To: All Faculty, Staff, Residents, Fellows and Students

From: LSU Health Sciences Center New Orleans Chancellor

Effective Date: September 21, 2021

This memorandum supersedes CM-65 dated February 5, 2018

PURPOSE

International Educational Experience (“IEE”) opportunities are recognized as an important learning, recruiting and collaborative tool for the Louisiana State University Health Science Center New Orleans (“LSUHSC-NO”) community. To further enhance available opportunities, and ensure the safety and success of participants, the following campus-wide guidelines and criteria for administration of all International Educational Experience opportunities available to the LSUHSC-NO New Orleans community are established.

INTERNATIONAL EDUCATIONAL EXPERIENCE SITES

A current, valid and fully executed Memorandum of Understanding (“MOU”) must exist for each IEE site. Each site or trip that is not covered by an existing and valid MOU (a non-MOU site) must be approved in writing. The Vice Chancellor for Academic Affairs (“VCAA”) is the designated authority for signature on all MOUs and non-MOU IEE site approvals. Any MOU, Agreement or non-MOU site approval lacking VCAA signature is invalid, null, and void. (Currently approved MOU experience sites/locations are listed on the International Services’ IEE MOU Partner Opportunities [webpage](#).)

IEE trips that do not include LSUHSC-NO faculty, must have an approved on-site supervisor from the hosting partner institution established in writing prior to the students’ departure to the IEE site.

Each Experience site and location (particularly housing/living accommodations) must be observed and reviewed by at least one LSUHSC-NO Experience faculty member who is physically on site not less than once every other calendar year. Exceptions to this may be granted by VCAA, after written request and justification. Any concerns regarding site location or accommodations must be submitted in writing to the LSUHSC-NO Site Coordinator named in the associated MOU (if any) or the IEE Committee Chair, VCAA and to the partner entity(ies) for remediation.

A written Emergency Management/Crisis Response plan must be submitted to International Services and approved by VCAA for each site or trip. Plans must be reviewed by Experience faculty leaders (if any) or the IEE Committee each academic year and updated as needed.

CAMPUS-WIDE EXPERIENCE REQUIREMENTS

Each School of LSUHSC-NO may determine whether to participate/permit participation in IEE opportunities. Schools are not required to provide course/degree credit for participation. Each School will determine if an award of course/degree credit (and corresponding grade) is feasible and appropriate. Each School must make a credit award determination in writing prior to accepting participant applications for participation at a particular Experience site.

A written breakdown of estimated costs/tuition/fees associated with each IEE Experience or trip must be made available to participants prior to the beginning of the application period.

All costs/tuition/fees associated with the IEE Experience or trip are the sole responsibility of the participant. Any financial support provided by LSUHSC-NO or a particular school must be awarded following a formal written application process that is open to any applicant/selected participant unless equal awards are made to all participants.

IEE PARTICIPANT SELECTION

Applicants with previous or pending disciplinary actions imposed by their School/LSUHSC-NO are not eligible to participate. Students who are, or have previously been, on academic probation are not eligible to participate.

Each school must clearly define/determine, in writing, what group(s)/persons are eligible to participate, (Year, Degree Program/Level, etc.) and make clear that all persons within that group(s) are eligible to apply.

Each School's application process must be written. All required forms and applications should be available online through LSUHSC-NO's website. A FERPA release must be included in all student applications for IEE opportunities. Each School must establish a selection process and written criteria that will be followed in selecting participants. Criteria must be made available to participants prior to the start of the application period.

LSUHSC-NO School of Medicine Residents are not eligible to participate in IEE opportunities as part of their official residency training. They may participate on their own (vacation) time and travel/reside with LSUHSC-NO delegation/students. Exceptions to this may be granted by VCAA, after written request and justification from the sending school or program.

PRE-DEPARTURE REQUIREMENTS

Participants must provide proof of appropriate travel documentation (passport, entry visa) that will permit them to enter the country of their IEE Experience site. Participants that require specific visa documentation (in addition to a passport) for entry are responsible for obtaining required travel documents in a timely fashion, at their sole expense. LSUHSC-NO routinely uses CIBT (www.cibt.com), a third party service provider, to facilitate this process.

Participants are required to submit proof of enrollment/registration in LSU System established insurance/safety alert system ([MyTrips](#)) prior to departure. Each selected participant must attend all required pre-departure orientation/educational sessions/classes for their IEE Experience site. Failure to attend all required sessions may result in ineligibility for IEE Experience participation. Each selected participant must obtain all necessary/required vaccinations and/or medications identified by LSUHSC-NO Student Health, U.S. Department of State and the CDC for their Experience site and site location prior to departure.