STUDENTS GUIDE FOR PARTNER UNIVERSITY PROGRAMS

The State University of New York Office of Global Affairs (SUNY OGA) has developed a study abroad reopening plan which establishes criteria by which programs are evaluated in order to safely resume. The approved criteria are used by SBU and SUNY to monitor each program.

Due to the fluid nature surrounding COVID-19, the guidelines may be updated/changed at any time as it is likely that new information will be received by the IAP office either from SUNY or our partner universities.

These guidelines apply to ALL participants.

STUDENTS GUIDE FOR PARTNER PROGRAMS
Pre-program Planning:

SUNY requires that students are fully vaccinated in order to participate in a study abroad program.

In order to plan for a successful study abroad experience, students should understand that they will likely encounter more unexpected changes now than what may have been expected in the past. A greater level of independence, a heightened level of awareness and flexibility will be necessary while planning and throughout their study abroad experience. Examples of changes could be modified health entry requirements by the host countries including fluctuating quarantine, housing and academic policies.

The IAP office has connected with our partner universities to obtain resources and serves as a point of contact to direct students to those resources. However, students are responsible to continuously reference the resources to remain informed about and maintain compliance if and when necessary. Breaking local policies may result in legal and financial consequences. Planning ahead is important. Sources of important information that will require frequent reference are guidelines from host county government agencies, the host university guidelines, and IAP.

IAP strongly recommends students discuss their study abroad plans as well as share this following guide with their parents/guardian and or emergency contact(s).

1. Risk and Liability information
   a. Students are strongly encouraged to take the SUNY Risk Self Assessment survey so that they are aware of their own risk tolerance during the application process in SBUAbroad.
   b. Students are encouraged to meet with their program coordinator to discuss findings of the survey.
   c. All students participating in a partner university program must sign the SUNY Acknowledgement Form which addresses SUNY liability information. This document will be shared in SBUAbroad.
d. Students are required to participate in IAP’s pre-departure orientation.
e. Students are expected to share their emergency contact with IAP via SBUAbroad and provide the approval for IAP to reach out in case of an emergency.

2. Nomination Process
During the nomination process, SUNY will continuously monitor local conditions. Only the programs that meet the level(s) designated to be safe for consideration by SUNY OGA will be authorized for clearance. Final clearance may not be available until closer to the departure date. Students are also encouraged to monitor the travel advisories as they search programs as well as through the application/admissions processes.
   a. Once a student is nominated and admitted by a partner university, they will begin to communicate directly with that unit in regards to pre-arrival and arrival guidelines. Students are expected to look out for communication from their host university and if they have not made contact should request information from them directly. Students should inform the IAP office of communication concerns.
   b. Students will be responsible for understanding entry requirements, policies, and restrictions in each specific location relevant to their program.
   c. Students must remain informed about the policies and guidelines set by the host country and host university.

3. Housing
Many partner programs require that students coordinate housing independently (either on-campus or off) campus. It is important for students to make their housing arrangements timely, and have funds available in case quarantine is necessary.
   a. Homestays will not be offered/utilized in situations where IAP has a housing agreement with the partner.
   b. Identify what support might be available regarding arranging meals, and transportation to a medical facility if necessary.
   c. Students arranging housing through the host university should research all COVID-19 related guidelines including testing and quarantine requirements and support services. This information may be provided directly by the host university/housing department and if not, the students should request it.
   d. Students arranging non-university housing should research important support services and include in their quarantine plan.
   e. Students should consider transportation during housing planning and when possible stay close to campus.
   f. IAP will communicate with the partner universities to collect relevant information to share with students after nomination.

4. Flight Information
Students book their own flight tickets based on the arrival guides of the host university. At the appropriate time, students should reach out to their IAP advisor prior to finalizing the purchase of their flight ticket.
   a. IAP recommends students purchase changeable flights and understand the financial responsibility involved with changing flight tickets. SUNY could cancel programs based on local conditions.
b. Students should have contingency funds planned as part of their overall program budget. Examples include funds for a separate quarantine room/location if necessary, or unexpected travel occurrences.

5. Travel
In the event a student is not able to travel as planned (for example in case of a positive COVID-19 test result), they should contact the coordinator at their host institution and include their IAP advisor.
   a. If needed, the IAP coordinator will coordinate directly with the host university to discuss late arrival (if possible) and/or withdrawal from the program.

6. Airline and Host Country Compliance
Students must research COVID-19 testing requirements relevant to airlines of choice, host country entry requirements, and host university protocols.
   a. IAP will share COVID-19 resources with students based on CDC information, SUNY and host university.
   b. It is crucial for program participants to remain informed and actively comply with host university and host country guidelines and policies.
   c. Students must be aware that due to the fluid nature surrounding COVID-19 guidelines and policies might change often.

7. Health/Trip Insurance
Students should identify health facilities in-country and local protocols. IAP will share SUNY international health insurance information prior to departure to allow students to plan for any health-related situation.
   a. Students should research and determine COVID-19 testing facilities near their housing location.
   b. Mental Health support is available to students through the SUNY insurance provider.
   c. Students are strongly encouraged to sign the health insurance release form (Personal Representative Appointment). This form enables SUNY/SBU to support students while abroad. This is part of the program application in SBUAbroad.
   d. SBU enrolls all participants in trip cancellation insurance for COVID-19 related cancellation or interruption (SUMMER 22 ONLY). Fall participants are strongly encouraged to purchase the trip cancellation insurance. Students will be guided on what documentation would be needed to submit a claim, though a refund is not guaranteed. Students will need to budget for contingency funds, as unexpected costs will be paid out of pocket and reimbursed at a later time.

CONTINGENCY PLANS
Some of this information is mentioned in multiple sections.

1. Per SUNY's reopening plan guidance, only partner university programs with clear COVID-19 response plans addressing academic alternatives which would include a virtual/remote option to ensure students' ability to successfully complete their program will be considered.

2. Students should have clear personal contingency plans and funds in place addressing housing, travel, food, and finances (refer to Pre-program Planning section #2a).
a. IAP recommends students purchase changeable flights and understand the financial responsibility involved with changing flight tickets. SUNY could cancel programs based on local conditions.
b. Students should determine the proximity of the nearest airport(s) if departure is required prior to the expected program end date.
c. For programs where housing is included in the Stony Brook program fee, homestays will not be offered/utilized. Students who are arranging accommodation independently outside of their host university housing office are not recommended to arrange host family options.
d. Students should be ready to adapt to any accommodation changes based on quarantine and local policies and guidelines.
e. Students should identify self-isolation options in case quarantine is required.
f. Students should identify support services in case of quarantine.

3. Local support
   a. While in-country, students are under the care of their host university.
   b. Students should identify support offices such as the international exchange office, and understand they would be their first point of contact in case of an emergency or to obtain up to date information.

PROGRAM FINANCES

Program specific budget sheets will be shared with students during the application process as well as detailed information regarding student’s financial responsibilities and liability. Students will have to sign their acknowledgment of these documents in SBUAbroad.

1. Financial Liability:
   a. As per SUNY international health insurance COVID-19 testing is only covered if medically necessary not for travel purposes. Students should plan their budget accordingly.
   b. Normal program withdrawal deadlines will be shared with program participants in SBUAbroad. Students can understand their financial liability by reviewing the Financial Acknowledgement Signature Document in SBUAbroad.
   c. Students’ health related to COVID-19 may affect their ability to depart as planned for their program. Program participants may need to change or cancel their flights. Financial planning should include contingencies for travel changes or cancellation.
   d. If a student’s health related to COVID-19 forces them to withdraw from their program they may be responsible for paying any part of those costs that cannot be recovered by IAP or that IAP may still be required to pay on their behalf.
   e. If a student’s health related to COVID-19 forces them to withdraw from their program and they have made independent payments to the host university they will be responsible for pursuing refunds independently. Upon request, IAP can try to advocate to support the student, but might not be able to influence the outcome.
   f. Students arranging off campus housing not related to their host university should understand their housing agreement’s cancellation and refunds policy. IAP nor the host university will be able to intervene in case of a dispute.
g. Students are advised to avoid pre-paying for services and excursions when possible as things can change and refunds may not be possible.

h. If a program is canceled or if students are required to return early, students will be responsible for any flight change fees.

**DURING PROGRAM REQUIREMENTS**

Students will need to follow guidelines set by both the host country and their host university throughout the duration of the program. It is important to understand that breaking local COVID-19 policies may result in legal and financial consequences.

1. Personal Protective Equipment (PPE)
   a. Students will be responsible for bringing their own appropriate PPE which meets health standards of the host country and university.
   b. Students must comply with host country and university policies regarding mask wearing, social distancing, isolation, quarantining etc.

2. Symptomatic student response
   a. Symptomatic students are required to follow host country and university guidelines.
   b. As per pre-departure planning, students should rely on their quarantine plan and update it as necessary for possible future use.

3. Student travel
   a. IAP expectation: Students should understand that increased movement between cities could increase risk of infection. IAP advises that students should use reasonable judgment in planning their free time.
   b. Students should follow their host city/country policies and host university guidelines in regards to travel restrictions imposed that may require quarantining which would affect students’ ability to attend classes.

4. Guidelines for canceling program
   a. If a partner university cancels in person teaching and moves to remote learning, students are expected to learn the options to fulfill their academic obligations.

**POST PROGRAM INFORMATION**

Students are responsible for arrangements upon return which comply with their home country/state/campus requirements.

1. Students are responsible for complying with [CDC travel requirements for reentry to the USA](https://www.cdc.gov/travel/).

**STUDENT COMMUNICATION**

We recognize the importance of stronger communication and transparency during these challenging times. We highly recommend for students to reach out to us with any questions and will direct them, if necessary, to the appropriate resources during all phases from planning through return.
1. COVID-19 resources are available on program pages and in the COVID-19 section of the IAP website.
2. Risk Self Assessment available on IAP webpage and strongly recommended as part of application.
3. Approval for IAP to communicate with students’ emergency contact and SUNY international health insurance provided as part of the application in SBUAbroad.
4. Pre-departure orientation is mandatory.
5. One on one sessions available with the IAP Coordinator and/or Program Director for every student and parent/guardian to discuss any program/concerns prior to departure.
6. IAP will communicate directly with students regarding any and all program updates. Only should an emergency arise (cancellation and/or departure mid-program related to COVID-19, and/or individual concerns related to health or safety of their student) will IAP contact a student’s disclosed Emergency Contacts (SBUAbroad form) to inform and/or request assistance. IAP must comply with FERPA and HIPAA policies and will not disclose any information related to participants.

International Academic Programs
Melville Library, Room E-1340
Stony Brook, NY 11794 - 3397
Email us at: studyabroad@stonybrook.edu
Phone: (631) 632-703