TO: Deans, Department Heads, and All Faculty

FROM: April C. Mason  
Provost and Senior Vice President

SUBJ: International Exchanges, Study Tours, and Other KSU Student International Activities

The Office of International Programs (OIP), particularly through Education Abroad and International Faculty Collaboration & Educational Programs, has responsibility for coordinating education abroad, including managing existing student exchange agreements, supervising approval of proposed agreements, and working with faculty and departments to develop new international programs and international activities for students.

A significant portion of the K-State 2025 Internationalization – Strategic Action Plan focuses on Student Experience, and in order to assess progress on this action plan it is essential that OIP assist in monitoring and collecting information about all student international activities.

Please make certain that you are aware of the following expectations concerning student international activity:

1. By law, all new student exchange programs require approval of the KSU President, the Board of Regents, and the Governor of the State of Kansas. Information about developing a student exchange agreement may be obtained from Education Abroad [www.k-state.edu/abroad](http://www.k-state.edu/abroad).

2. Any student international activity which operates under the auspices of Kansas State University such as international internships, international volunteerism, conference attendance, international research, etc., must be reported to the Office of International Programs.
3. Liability and potential risk related to KSU student international activity, responsibility for handling of funds and obtaining appropriate insurance require central coordination and oversight by the Office of International Programs.

4. Any education abroad tours and programs, including but not limited to faculty-led Education Abroad programs, which operate under the auspices of Kansas State University must be coordinated with the Office of International Programs. Education Abroad staff can offer valuable services in trip planning, publicity, and recruitment of participants.

5. Kansas State University faculty-led Education Abroad programs may not be publicized until approved by the Education Abroad.

6. Faculty planning to develop or lead Faculty Led Education Abroad programs should contact the Faculty-led Services Coordinator in the Education Abroad twelve (12) months in advance of the prospective trip date. Success of Faculty-led education abroad programs is dependent upon adequate planning and lead time.

7. Frequently, students are approached about participating in an international travel opportunity by a non-KSU entity. If you should have any question as to whether or not a particular international activity falls under the auspices of KSU, please contact the Office of International Programs.

Should you have any questions concerning any of these guidelines, please contact the Office of International Programs, (785) 532 5498 or oip@k-state.edu.