

The Forum on Education Abroad: Standards of Good Practice

[Abbreviated version prepared by IU Office of Overseas Study]

See: <https://www.forumea.org/resources/standards-of-goodpractice/>

MISSION AND GOALS

Organization has a mission statement and articulates clear goals for its programming.

- Defines the scope of organization's work, objectives and aspirations.
- Specific learning goals are articulated for each individual program.
- Organization assesses the degree to which it is achieving its mission and goals.

STUDENT LEARNING AND DEVELOPMENT

Organization's mission, goals and operations prioritize student learning and development.

- Educational objectives remain central to program design and management.
- Regular evaluations are conducted to assess student learning and development.
- Organization seeks to create and maintain continuity with student learning on home campus.

ACADEMIC FRAMEWORK

Organization delivers academic content appropriate to its mission and goals, ensures adequate academic supervision and evaluation, and maintains clear and transparent academic policies.

- Curriculum supports the goals and leverages learning opportunities offered by host context.
- Students' academic work is supervised and evaluated by faculty with appropriate training/credentials.
- Policies/procedures re: evaluation, credit, appeals, research ethics and integrity are clear/accessible.

STUDENT SELECTION, PREPARATION AND ADVISING

Organization maintains fair and ethical recruitment and selection process, adequate student preparation and advising, and ongoing student support.

- Recruitment and selection processes are fair, ethical and transparent.
- Students are prepared for education abroad context (training, orientation and reentry).
- Organization offers advising, course and language placement, encourages integration of course work.

STUDENT CODE OF CONDUCT AND DISCIPLINARY MEASURES

Organization articulates clear and accessible guidelines for student behavior and consequences resulting from violations.

- Expectations for conduct are provided with policies regarding wide range of appropriate behaviors.
- Sanctions for violation of policies are clearly defined and shared.
- An appeal process for disciplinary measures exists and is accessible.

POLICIES AND PROCEDURES

Organization has policies and procedures that govern its programs and practices, ensures that they are implemented and conducts regular reviews to assess their effectiveness.

- Organization has transparent/accessible policies that govern student affairs and student finances.
- Organization has transparent/accessible employment policies for staff and faculty.
- Organization has guidelines governing marketing practices, partnerships and institutional relations.

ORGANIZATIONAL AND PROGRAM RESOURCES

Org provides adequate financial and personnel resources to support its programs

- Faculty/staff are qualified, fairly compensated and trained with workloads to support the goals
- Programs funded to ensure safe housing, activities that support educational aims, responsible health, safety and security measures.
- Facilities and infrastructure are suited to realizing goals of program, providing safe environment, accommodating students of varying needs and abilities.

HEALTH, SAFETY, SECURITY AND RISK MANAGEMENT

Organization prioritizes health, safety, and security of its students through policies, procedures, advising, orientation and training.

- Organization prioritizes health, safety and security in program development, implementation and management, conducting risk assessments, maintaining emergency plans, leveraging resources.
- Staff are trained to respond to student health, safety and security issues; students are trained to manage their own health, safety, security; measures are in place for ongoing monitoring these issues through a range of resources.
- Organization maintains insurance at recommended levels, operates in compliance with local laws and follows best practices in reporting on critical incidents.

ETHICS

Organization operates its programs in accordance with ethical principles and trains its staff and students in ethical decision-making and practices.

- Organization has adopted its own code of ethics or that of the Forum.
- Organization conducts its activities in an ethical manner; faculty adhere to ethical practices and students are sensitized to ethical implications of their academic work and activities.
- Organization promotes respect for the cultures and values of the communities in which it operates.