



Student Risk Data Collection & Reporting Plan

Use this document as your guide for participating in The Forum on Education Abroad's initiative to collect data about incidents of significant risk to students during education abroad programs and share that data with our community to inform decision-making and advance the application of best practice in student and program health, safety, security, and risk management.

Organizations participate in this data collection and reporting effort voluntarily and in accordance with the terms outlined below. If you are interested in having your organization join the initiative, contact The Forum's Senior Director for Research and Publications, Dr. Amelia Dietrich, dietrica@forumea.org.

If you are operating in incidents categories are prohibited from being reported to this effort by law, but you would still like to participate in the project (e.g., in California, colleagues working at public institutions cannot share information about kidnapping incidents) include this information in your initial email to the Senior Director for Research and Publications.

NOTE: This document subject to change during subsequent reporting periods. Any changes will be noted in future iterations of this document to allow participating organizations to adjust their data collection and reporting procedures accordingly.

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What incidents will be reported to The Forum?

Incidents Directly Impacting a Student

NOTES on REPORTING:

- We are only collecting data on students participating in education abroad programs. Do not include incident reports about incidents impacting faculty, staff, or others.
- If multiple students are directly impacted by the same incident, generate a separate report for each individual student.
- We define impacted students as students who are the victims of the crime or the person suffering from the illness or injury reported. DO NOT submit separate incident reports for students who are witnesses or serve as support networks to victims after the fact.
- If an incident could be classified within multiple categories below, submit a single incident report identifying all applicable categories in the same report. Separate multiple categories with a comma within the same cell of the spreadsheet.
 - Multiple categories are possible within the incident type and incident result fields.

Incident Type

- **Arrest** or charged in local legal system (including if assault perpetrator): persons processed by arrest, citation or summons
- **Assault (non-sexual victim)**: any event where there was a physical attack (with or without a weapon) delivered with the likely intention of injury
- **Assault/Harassment/Stalking (sexual victim)**: any sexual act directed against another person, forcibly and or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- **Identity-Based/Hate Violence**: an offense committed against a person or property which is motivated, in whole or in part, by the offender's bias, negative opinion, or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, gender identity, ethnicity, or national origin, or if reported by the victim as their interpretation of the event.

NOTE: The incident is countable based on the perception of the offender, even if the victim is not a member of the intended victim group.
- **Kidnapping**: the taking of a person against his/her will (or from the control of a parent or guardian) from one place to another under circumstances in which the person so taken does not have freedom of movement, will, or decision through violence, force, threat or intimidation.



- **Mental Health Distress:** A mental health event serious enough that it involved ER support, suicide risk and/or report of mental health distress that results in death, program departure or hospitalization
- **Missing Student:** any event in which a student was missing/overdue for the amount of time which meets the local threshold for reporting to/involvement of *local law enforcement (not your internal policy or that of the U.S. RSO)*
- **Physical Health, Illness:** An illness that resulted in death, program departure or hospitalization
- **Physical Health, Injury:** An injury that resulted in death, program departure or hospitalization
- **Theft/Loss:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. In many of these cases, the student isn't sure if their item was taken or was left behind so the incidents are reported together.
- **Robbery/Burglary:** taking or attempting to take anything of value by the use or threat of force from the care, custody or control of a person or persons (robbery) or entry into a building, with the intent to commit a crime, especially theft (burglary)

Program Disruptions: any large-scale event disrupting the program and/or causing student injury

NOTE: If the cause of program disruption also results in a student incident(s) as defined above, generate a separate report for each student incident in addition to the program disruption report.

Disruption Type

- **Vehicular Crash**, e.g., car, bus, boat, bicycle, train, etc. impacting several students/the entire program
- **Civil unrest**, e.g., strikes, protests, demonstrations, coups, war, armed conflicts, etc. that substantially disrupt a program for 3 days or more and/or cause student injury
- **Fire**, materially impacting student housing, classroom, program time for 5 days or more regardless of physical damage or student harm
- **Infrastructure/Tech**, e.g., oil spills, cyber attacks, power outage, banking crisis, crowd control issues, etc.) that substantially disrupts a program for 3 days or more and/or cause a student injury
- **Natural disaster**, e.g., serious weather, earthquake, etc., that substantially disrupts a program for 3 days or more and/or cause student injury
- **Public Health**, e.g., disease outbreak that substantially disrupts a program for 3 days or more and/or cause a student injury



- **Terrorism** that substantially disrupts a program for 3 days or more and/or cause a student injury
- **Other Accident/Incident**, i.e., use for incidents that are not represented by any of the other categories above yet that substantially disrupt a program for 3 days or more and/or cause student injury

What information will be reported about each incident?

- Month of incident:
 - **Spell out the name in full**
- Program length:
 - **Less than 4 weeks**
 - **4-8 weeks**
 - **8-12 weeks**
 - **12+ weeks**
- Program Type¹:
 - **Exchange:** A program involving reciprocal movement of participants—whether faculty, students, staff, or community members—between institutions or countries.
 - **Faculty-Led Program** (or Faculty-Directed Program) – A study abroad program directed by a faculty member (or members) from the home campus who accompanies students abroad. Usually, though not always, brief in duration.
 - **Field Study Program** A study abroad program type whose pedagogy revolves around experiential study outside the classroom setting. Examples include field research programs, internship programs, service-learning programs, archaeological field schools, and field biology programs.
 - **Health-Related Program** any experiential learning program delivered in public health and/or health care delivery settings, including both clinical and community health care contexts.
 - **Hybrid Program** (or **Mixed Program**) – A program that combines two or more of the program types to a significant degree. For example, a study abroad center might emphasize courses just for study abroad participants but also permit students to enroll in host university courses and to do a credit-bearing internship.

¹ As defined in the [Glossary](#) published by The Forum on Education Abroad.



- **Integrated University Study** A study abroad program type in which the predominant study format is participation in regular courses alongside degree-seeking students from the host university. May be either via Direct Enrollment or enrollment facilitated by a study abroad provider organization.
- **Internship Abroad** An experience in a professional setting that takes place outside of the country in which a student's home university is located. This professional, practical experience is viewed as an extension of coursework and an opportunity for training or professional exploration related to a student's future career path.
- **Multi-Site Program** A program in which students spend a significant amount of time studying in each of two or more locations.
- **Study Abroad Center** An education abroad model in which the predominant study format consists of classroom-based courses designed for non-host country students. Centers may be operated independently, be special units within a host country university, or be sponsored by a college or university in another country or by a study abroad provider organization. Many study abroad centers have permanent staff and facilities.
- **Teaching Abroad** A volunteer (or largely volunteer) placement abroad as a teacher or teacher's assistant. Varieties of teaching abroad programs include student teaching (in partial fulfillment of a teaching certificate); teaching English as a second or foreign language; and professional teaching in a K-12 or university environment. Some programs combine the volunteering with structured learning. Most volunteering is unpaid, though some programs provide a living stipend.
- **Travel Seminar** (preferable to the roughly synonymous Study Tour or Study Travel Program) – A program in which students travel to many different cities or countries and receive instruction in each location, often regarding a designated, unifying topic. Examples include shipboard education programs or European cultural studies tours. This is a distinct program type and differs from field trips or excursions within other program types/subtypes.
- **Volunteering Abroad** Largely self-directed, unpaid work- or service-based learning opportunity initiated by students motivated to respond to the needs of an organization or community, often without specific learning objectives or associated coursework.
- **Work Abroad** Immersion in an international work environment with the educational value of the experience itself being the primary purpose. May or may not be for academic credit. Depending on the focus of the experience, it may be designated as interning, volunteering, service-learning, teaching, or just working abroad. Work abroad is sometimes used more narrowly to mean working for pay.



By design, work abroad programs are temporary, lasting from a few weeks to two or three years. Educational work abroad is to be distinguished from career-related overseas assignments, permanent jobs abroad, and migration for gainful employment.

- **Custom or Not**
 - Definition from Glossary: Custom Program (or Customized Program) – A study abroad program administered by a program provider organization according to specifications of a college, university, consortium, or other group.
- Student type:
 - **First year**
 - **Undergraduate**
 - **Graduate/professional**
 - **High school/gap year**
- Country of incident:
 - **Spell out full country name**
- Location of incident

Did the incident happen in the location of study/program activity (city/town/village) or not? (I.e. location where field study, internship, class, etc. takes place)

 - **Yes**
 - **No**
- Result of incident:
 - **Death**
 - Optional: provide details about cause of death. Please do not include any personally identifying information about individuals. that we can look at for updates to the process in the future
 - **Hospitalization** (admitted for physical or mental health care)
 - **Program withdrawal**, dismissal, or early departure (regardless of what happens with credit or support protocols)
 - **Return to program** (student returns to or continues participation in the program)
- Open-ended notes section: Please do not include any personally identifying information about individuals in this section.

How will data be submitted to The Forum?

1. Forum will provide spreadsheet template, definitions, and instructions for organizing your data on [this webpage](#).



- a. Instructions will be clear to remove any personally identifying data before submission.
2. Participating organizations will upload their spreadsheet to a secure online form via The Forum's website.
 - a. Submitting individual must give consent on behalf of the organization to participate in the project each time they submit.
 - b. Submitting individual must confirm that no personally identifying data is included in the data reporting.
 - c. Submitting individual must report the organization's total students served by education abroad programming during the period of the data upload so that a total number of students represented can be included in the report.
 - d. Submitting individual must provide a list of all countries in which the organization operated education abroad programs during the reporting period.
 - e. The submission form will include an agreement that the data upload includes all reportable incidents that occurred on organization's programs during the time period listed. Agreeing to participate in this project means committing to transparency and accountability.
3. Data uploads: Twice a year. August 15 and February 15 deadlines. Reporting deadlines are delayed after reporting period ends to allow time to close out incidents and collect information for incidents initiating at the end of the reporting period.
4. Compliance self-reporting: Submitting organizations will be asked to answer a series of questions about the application of health, safety, security, and risk management best practices as outlined by the [Standards of Good Practice for Education Abroad](#) (6th Edition).

How will The Forum protect the data it receives?

The primary form of data protection is for reporting organizations to remove all personally identifying information about individuals involved in reported incidents before submitting their semi-annual reports to the project.

Data will be collected and retained by The Forum on Education Abroad in accordance with our [privacy policy](#). Only essential Forum research staff will have access to the original reporting documents received for the purposes of contributor verification and to remove potential duplicates from the incidents reported.



How will the data be reported to the public?

The Forum is committed to updating the report at least annually. The report will be published on The Forum's website in an open-access format.

Reports will always recognize the individuals and organizations involved in this Task Force (as the originators of the project) as well as any additional organizations that join the data submission efforts over time.

Reports will never report data at the institutional or individual level. Data will only be reported in the aggregate. Even if personally identifiable information is accidentally supplied to The Forum, no student, staff, or faculty names or personally identifying information will ever be included in the final report.

The Forum will endeavor to ensure that individual incidents are not identifiable from context even when anonymized, e.g., if only one contributing organization runs a program in Nicaragua, the data for Nicaragua will be kept confidential and listed as "non-reportable" in the report. Data that is non-reportable in smaller sub-samples of the data will still be included in the global statistics reported.