

President's Innovation Fund for International Experiences

*Summary of Policies and Procedures for the Establishment of  
International Programs for Harvard Undergraduates*

The committee for the President's Innovation Fund for International Experiences (PIFIE) has developed this document as a resource to inform interested faculty of the Harvard College policies and procedures relevant to launching international programs for undergraduates. Such programs might be comprised of academic coursework, research, service, or an internship (or some combination).

Note that the PIFIE Committee is not the governing body for any policies outlined herein.

I. *For faculty interested in offering a program bearing academic credit:*

Academic credit for courses abroad

There are two ways in which students can receive credit toward their Harvard degree for courses taken abroad:

- *Transfer credit* – Faculty interested in creating a program that involves coursework at a foreign institution must have the courses approved by the [Office of International Education](#) (OIE) for general elective credit. Courses taught at a foreign institution must be letter graded, and will be recorded on the Harvard transcript as “credit.”
- *Harvard courses, Harvard credit* – Faculty interested in creating a program that involves Harvard faculty-taught courses abroad for letter-graded, Harvard credit, must have the course(s) approved by an academic department's curriculum review committee. Currently the only entity that facilitates the granting of Harvard credit for courses taught abroad is the Harvard Summer School.

Summer vs term-time teaching abroad

*Summer*

Faculty who wish to lead an academic program abroad in the summer (for which Harvard courses and grades are offered) generally offer courses through the Harvard Summer School. Courses should be proposed 18 months in advance in consultation with the faculty member's department. Faculty are compensated by HSS. For more information, please contact [Lisa Laskin](#), Associate Dean for Academic Affairs.

*Term-time*

Faculty who wish to lead international term-time programs (during a semester in which the faculty member is not on leave but proposes to be on site abroad) are required to obtain approval to be relieved of their on-campus teaching obligation from their department chair as well as the Dean of the Faculty of Arts and Sciences or the Dean of their School.

II. *For faculty interested in offering a program that does not bear academic credit:*

Programs not offering academic credit, be they research, internship, or service programs, are not generally evaluated by an academic curriculum review committee. Non-academic programs are usually developed in coordination with a regional or international center, or an administrative unit that can offer faculty help in program development, budgeting and billing, health, travel, and safety matters, and communication with students in recruiting, selecting, and placement for the program.

### III. *For faculty interested in offering any type of program abroad:*

#### International Travel Restrictions

Faculty should be aware that Harvard undergraduates may not receive Harvard-sponsored funding or credit for travel to countries for which the State Department has issued a warning that:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country; or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country.

For more information on the Harvard College Policy on Undergraduate Travel Abroad visit the [website](#) of the Office of International Education.

#### Harvard Use-of-Name Policy

The University governs the use of the Harvard name for any type of program, initiative or activity via the [Harvard Trademark Program](#). The Trademark Program works with Harvard faculty and staff to help ensure both policy compliance and effective branding. Faculty who wish to use the Harvard name in a new program should be familiar with the [Use-of-Name Policy](#) and contact the Trademark Program.

#### Program Cost Recovery and Student Fees

There are a variety of approaches to the cost recovery for programs abroad, but almost all programs recoup some or all of the program costs through student participation fees. Faculty will need to determine an appropriate fee structure and collection process, usually facilitated by an administrative unit such as the Harvard Summer School or an international or area studies center.

Harvard offers comprehensive need-based financial aid to eligible students to support study abroad costs during the academic year, such that the cost for studying abroad during term-time will not be higher than it would be for a semester on campus. Student funding for summer international experiences generally comes from grants offered by various Harvard entities (e.g. Office of Career Services, academic departments, international and area studies centers). For more information on student grants for international experiences, please contact [ocsgrant@fas.harvard.edu](mailto:ocsgrant@fas.harvard.edu) or visit the [Harvard College Funding Sources Database](#).