

UNIVERSITY OF TECHNOLOGY, JAMAICA

POLICY REFERENCE NUMBER	Paper 2014/C/10/125-C
NAME	Student Work and Travel Policy
DIVISION/DEPARTMENT/CENTRE	Student Services and Registry
OFFICE/UNIT RESPONSIBLE	Career & Placement Unit
APPROVAL AUTHORITY	Council
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REVIEW DATE	Two Years

1. Introduction

Summer Work and Travel is a programme of international cultural exchange that allows UTech [students](#) to depart Jamaica to other countries for work and travel. The primary purpose of the programme is to acquaint students with the culture and life of these countries and to promote the Jamaican culture.

This policy will act as a guide to the University, its students and to local agencies involved in the student work and travel programme. The policy will govern how the parties involved will interact and conduct business.

2. Background

The University in an effort to protect its students when they seek to engage with Overseas Employment Agencies deems it necessary to create a framework within which these agencies should operate. The purpose of this policy, therefore, is to provide a framework by which the University will promote/support these Student Work and Travel Programmes among its students and accommodate advertisement of the programmes by agencies on the University's campus.

3. Disclaimer

The University will not accept liability for any; damages or injuries to the property of employers, students or third parties for not honouring any commitments made to students by local agents or sponsors, neither shall the University accept any liability for criminal activities or conducts.

4. Policy Statement

The University of Technology, Jamaica endorses the Student Work & Travel Programme and recognizes the benefits that students derive from being a part of such a programme.

Through the Student Work and Travel Programme, students receive a unique opportunity to experience life in a foreign country, as more than just a tourist. Students are able to learn other cultures, share their own traditions and interact with

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international students. In addition, students also benefit through economic gain having received job placement and accommodation to stay in the foreign country.

5. Definition of Terms

5.1 Student Work and Travel Programme

Student Work and Travel Programme provides University and College students with the opportunity of experiencing the customs, cultures and daily life of another country. The focus of the programme is to enhance the understanding of diverse cultures and ways of life through daily interaction and contact with citizens and people from across the globe inside and out of business environments. *This programme facilitates travel and temporary work for a period of up to four (4) months during their summer vacation.*

5.2 Student

Any individual enrolled in a programme of study at the University of Technology, Jamaica. For the purpose of this policy ‘student’ is an individual, usually taking a full credit load from an undergraduate programme

5.3 Sponsors

The local agencies work on behalf of or represent sponsors from the host countries. The sponsors are organizations that have approval from the host country government to engage international students.

5.1 Local Agency

Local recruiting company involved in the recruiting of university students for temporary job placement in a foreign country. All agencies must be registered with the Ministry of Labour and Social Security to be considered operating as a legal recruiting entity. See appendix for current list of work & travel agencies.

5.2 The DS-2019 Form

This form is issued by the agency and permits students to seek an interview at the US Embassy in order to obtain a J visa to enter the United States. The Form DS-2019 identifies the student and their designated Sponsor and provides a brief description of the students program, including the start and end date, category of exchange, and an estimate of the cost of the exchange program.

5.3 Student and Exchange Visitor Information System (SEVIS)

This is the Department of Homeland Security database developed to collect information on the J visa holders. SEVIS is an Internet-based system that provides tracking and monitoring functionality, with access to accurate and current information on nonimmigrant students and exchange visitors and their dependents. SEVIS enables schools and programme sponsors to transmit electronic information and event notifications, via the Internet, to the Department of Homeland Security and Department of State throughout a student's or exchange visitor's stay in the United States. SEVIS will be informed of status events for students and exchange visitors including, but not limited to, entry/exit

data, changes of current United States address (residence), program extensions, employment notifications, and changes in program of study.

5.4 Overseas Employer

A legitimate operating entity based in a foreign country with a contractual obligation, to sponsor temporary overseas employment to visiting international students.

5.5 Criteria for local agents to advertise on the University campuses:

- 5.5.1 Submit completed application form requesting permission to advertise on the University's campus. In addition, application forms must be submitted along with the following documents;
- a. Signed contracts or copies of the Memorandum of Understanding with its sponsors, outlining the processes of its operations to the University.
 - b. Certified copies of the license documents as evidence of their registration with the Ministry of Labour and Social Security.
 - c. A copy of the agency's refund policy document, indicating the refund agreement, and clearly stating requirements to access any refund.
 - d. A complaint policy and procedure report. Each agency should have no more that a 10:1ratio compliancy rate.
 - e. A comprehensive breakdown of the fee payments structure.
- 5.5.2 Make payable to the University a non-refundable prescribed fee. This fee will include agencies on campus promotions including postings on notice boards and via the unit's social media site and webpage. All on-campus promotions must be done through the Career and Placement Unit.
- 5.5.3 Any local agent found advertising on the campus without completing the necessary registration procedure is considered to have committed gross misconduct and be in breach of this policy. Therefore assets will be forfeited and representative(s) removed from the campus

6 The local agency should...

6.1 Conduct sensitization session with students, highlighting the expectations/requirements of the programme the the host country and the overseas employer

6.2 Ensure that documentation on students is accurately processed before students depart to the host country.

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- 6.3 Provide a contract with detailed terms and conditions for employment to students prior to their departure to the host country.
- 6.4 Inform the overseas employers of the arrival date of the students. The information sent to the overseas employers should be copied to the University.
- 6.5 Ensure that students are provided with suitable housing accommodation throughout their entire stay in the host country.
- 6.6 Ensure that students are employed and paid wages as stipulated in their contract and on the DS 2019 Form .
- 6.7 Ensure that overseas employers provide students with insurance coverage.
- 6.8 Maintain and keep an up to date record on the whereabouts of all students, in the event that the University wishes to conduct an assessment or to contact a student.
- 6.9 Provide to the University a comprehensive listing and particulars of all students on or before the first of July or any other period as specified by the University.

7 Students should...

- 7.1 Do the necessary research to ensure that the local agent is operating legally and registered with the Ministry of Labour & Social Security and the recommended by the University.
- 7.2 Read and ensure that they understand the contractual agreement carefully before signing.
- 7.3 Ensure that their contract provides them with basic medical insurance coverage.
- 7.4 Honour the terms of contract outlined by the local agency. Failure to do so may result in withdrawal from the work & travel programme.
- 7.5 Conduct extensive research on the local agency, sponsor and the overseas company with which they have been placed to work.
- 7.6 Take a “**Care Package**” which should include: a supply of toiletries, snacks and tin foods to last for approximately **two weeks and travel** with appropriate clothing and medication as necessary, observe **and adhere to** all laws and protocols in the host country and company of placement.
- 7.7 Travel with a minimum of US\$300 for housing deposit and other incidental charges. If the student does not plan to live in the housing provided by the employer, he/she must advise the local agent at the time of job acceptance.
- 7.8 Ensure that they arrive with their Passport, DS 2019, I-94 card (you will receive this white card on the airplane) and job placement agreement. Make copies of all documents in the event that they are lost or stolen (leave a copy

in the home country). Students should ask the immigration officer to attach the I-94 card inside their passport.

- 7.9 Contact sponsor immediately in the event that they arrive in the host country and there is no employment. If the sponsor is unable to find suitable employment, you are required to return to the home country
- 7.10 Contact spouse, parent/guardian on arrival in the host country whether by phone or E-mail.
- 7.11 Follow the necessary procedures to ensure receipt of a social security number on arrival to the host country.
- 7.12 Honor contractual agreement with overseas employer. Failure to do so will result in SEVIS/DS being cancelled and student being sent home.
- 7.13 Report all conflicts involving overseas employer to Sponsor, local Agent and UTech or the Ministry of Labour & Social Security.
- 7.14 Confirm and agree all job transfers with the Sponsor. Students are prohibited from leaving an employment without the consent of the sponsor. Leaving without consent will result in dismissal from the programme.
- 7.15 **Understand that although the University endorses this programme for work travel purposes, it has no responsibility for any circumstances that may hinder the completion of the contract.**
- 7.16 Ensure return on or before a date stipulated by the University for the resumption of classes.
- 7.17 Make a formal report on any incidents to the Ministry of Labour and Social Security for investigation, with a copy addressed to the the Career and Placement Unit.

8 The University should...

- 8.1 Ensure that all local agencies follow proper procedures and submit all the relevant documents to conduct campus visits.
- 8.2 Ensure that all local agents are in good legal standing with a complaint ratio less than 10% based on previous the year report.
- 8.3 Obtain a list of up to date approved J-1 Agents from the Ministry of Labour and Social Security.
- 8.4 Attend sensitization sessions hosted by local agents
- 8.5 Conduct an annual student work & travel seminar with students and local agents that involve representation from the US Embassy.
- 8.6 Conduct mid-programme survey that will allow student to provide feedback on their travel and stay in the host country.
- 8.7 Stipulate student return date to coincide with the semester start date.

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- 8.8** Once requested, provide the student with a status letter to verify enrolment at the University.
- 8.9** Retain a register of all students registered with the local Agency, including job placement and fees collected.
- 8.10** Conduct annual survey among students to determine local agency's satisfaction rating
- 8.11** Must ensure that all reported incidents involving students are thoroughly investigated and amicably resolved. .

Appendices;

List of work and travel agencies Registered to be on campus for 2013/2014

1. International Recruiting Staffing Solutions. (I.R.S.S)
2. Global Insight
3. Explore Your World
4. Joyst Youth Exchange
5. Student Work & Travel (S.W.A.T)
6. S.T.E.E.P International Ltd.
7. MAX J & Associates
8. M.V. Placement & Management Services Ltd.
9. International Recruiting Staff Solutions