



## Handbook for Faculty-Led Study Abroad Programs

### 1. Establishment of Departmental Faculty-led Study Abroad Programs

All faculty-led programs must meet Texas Higher Education Coordinating standards. Faculty proposing new programs should select a site that enhances the teaching of the course, and one with which they are familiar. Faculty with no previous experience in the program location must use a third-party provider.

#### a. Faculty responsibilities

##### i. When proposing a new program, faculty should consider such factors as:

1. Transportation
  - a. Where travel to the program will originate
  - b. How the group will travel from the point of departure to the destination
  - c. How the group will travel within the country
2. Student Housing and Meals
  - a. Where the group will stay
  - b. If using host families, they must be screened by a TTU employee or a contracted provider prior to being accepted to host students
  - c. Which meals, if any, are provided as part of the cost of accommodation. If meals are not provided, estimate how much they will cost
  - d. If you will have group meals
  - e. If students requiring special diets (vegetarian, etc) will be able to be accommodated
3. Classroom and Office Space
  - a. When classrooms will be needed
  - b. Charge for renting a classroom
  - c. Office space and equipment needed
  - d. Computer/internet access needed
4. Faculty Housing & Meals
  - a. The cost and availability of housing and meals for faculty
5. Excursions
  - a. The relevant academic, professional, and/or cultural site visits, tours, and lectures that might be planned so that the location of the program enhances the course content
6. Visas
  - a. What visas will be needed and the cost
7. Health and Safety
  - a. Potential for health factors at the site that might negatively impact students
  - b. Potential for political disturbances or areas of instability in the country/ies you intend to visit that should be considered
    - i. Travel to countries where there is a State Department Travel Warning must be approved by the TTU President's office in coordination with the VPIA. Check the State Department Consular Information Sheet for every country to which you will take students
8. Location
  - a. If there is already a TTU program at the site which may be impacted by the addition of another program
  - b. If a new program is sustainable (consider the available pool of student applicants)

- c. If a new program would create balance problems with reciprocal programs at the same site. In a reciprocal exchange program, an equal number of students must be exchanged. If a new program is established at a location where a reciprocal exchange program already exists, there may not be enough participants to sustain both.
    - 9. Students
      - a. The number of students available to be recruited for the program
    - 10. Salary
      - a. If the Department has money to pay faculty salary. Faculty may negotiate with the Department to receive reduced salary.
    - 11. Credit Hours
      - a. Determine the credit hours that will be earned for the course. Students must take 6 credit hours in the summer to be eligible for financial aid and scholarships. There must be a minimum of 15 contact hours for every credit hour earned.
  - ii. Meet with the Faculty-Led Program Coordinator to discuss the procedures and guidelines for establishing a new program. Issues such as academic content, faculty salary, and departmental responsibility for cost overruns should be discussed.
    - 1. Deadlines for this meeting:
      - a. 15 September for Maymester/summer/fall programs of the following year
      - b. 15 April for spring/spring break/intersession programs of the following year
  - iii. Complete Program Proposal
    - 1. The proposal must be approved by the Chair of the department and the Dean of the College. Issues such as academic merit, faculty salary, and departmental responsibility for cost overruns should be discussed with the Chair.
      - a. Approval by the Chair and Dean implies that the proposed program meets Texas Higher Education Coordinating Board standards
      - b. Proposals must designate a faculty member/GPTI who would, in the event of an emergency, be qualified to continue the program
      - c. Deadlines for submitting the proposal form:
        - i. 15 September for Maymester/summer/fall programs
        - ii. 15 April for spring/spring break/intersession programs
    - 2. Programs that have gone in previous years should be confirmed for the current year by the faculty member, along with the Department Chair and College Dean. Approval by the Chair and Dean implies that the program meets Texas Higher Education Coordinating Board standards.
    - 3. Program proposals and confirmations are submitted online at <http://www.studyabroad.ttu.edu/?go=LeadingTTUStudentsAbroad>
- b. OIA responsibilities
  - i. Discuss procedures and policies with faculty. Items to be discussed:
    - 1. The timeline for preparing to go abroad
    - 2. Program proposal: suitability of location, pool of students, salary, faculty experience in host country
    - 3. Establishing a budget
    - 4. Texas Higher Education Coordinating Board standards
    - 5. Collection of fees
    - 6. Insurance
    - 7. Using StudioAbroad
  - ii. Seek confirmation that previous programs will continue. This should be accomplished no later than 15 September.

## 2. From Proposal to Departure

- a. Faculty responsibilities prior to departure
  - i. Work with OIA to establish a budget

1. Work with the Faculty-Led Coordinator to complete the Faculty-Led Program Planner (attached), which includes the Program Fee Form
  - ii. Submit a Travel Application through the OIA
    1. All out-of-country travel requires the signature of the Vice Provost for International Affairs. These requests must be approved at least 30 days prior to travel.
  - iii. Provide information required by the Texas Higher Education Coordinating Board to OIA
  - iv. Attend all faculty colloquia and workshops conducted by the OIA
    1. All faculty taking students abroad for the first time at Texas Tech are required to attend the Emergency Preparedness Workshop. In subsequent years, faculty may choose to either attend the workshop or review the refresher materials online. Failure to attend this workshop may result in cancellation of the program.
    2. All faculty are required to attend the colloquia when scheduled.
  - v. Recruit students and publicize the program.
  - vi. Provide students with
    1. site-specific information at program meetings including information on safety and security, health issues and cultural information to help students understand the culture they will encounter at the program site.
    2. information on visa requirements for the program location
    3. a realistic budget outlining **all** costs to include Texas Tech tuition and fees, housing and meals, airfare, excursions, entrance fees, transportation (to/from site, and local) and miscellaneous spending money
  - vii. Devise an Emergency Action Plan for the site and provide it to OIA. Emergency Procedures are discussed in Section 3v
  - viii. Arrange for use of a cell phone from the time of departure until the end of the program where local infrastructure allows;
  - ix. Provide Emergency Contact information to OIA. This information must include name, address and phone number at the on-site location, and cell phone number;
  - x. Ensure that one faculty member, TA, GPTI or other TTU employee will accompany every 10 students.
  - xi. Secure safe and adequate housing for program participants
    1. If not using a provider, housing options must be vetted by OIA.
    2. In the case of host family stays, all families must be screened by a Texas Tech employee or third-party provider
- b. OIA responsibilities prior to departure
- i. For faculty
    1. Work with faculty to establish a budget
    2. Manage funds (FOP) for each program
    3. Help to publicize the program
    4. Facilitate the application process
    5. Facilitate negotiations with third-party providers and send final contracts to the Texas Tech Purchasing and Contracting office
    6. Determine a refund policy that is fair to the students and protects the program and department from financial deficits. Students will be responsible for all non-refundable expenses incurred on their behalf
    7. Register faculty-led groups with the U.S. Department of State.
    8. Provide faculty colloquia and emergency preparedness workshops. Colloquia are designed to provide information on procedural changes and to keep faculty aware of current topics in international education.
  - ii. For students
    1. Provide all students with standardized information on emergency and liability issues, insurance information, and standard forms required by TTU of all students who participate in TTU study abroad programs
    2. Bill students for the deposits and program fees. Texas Tech students will make payments to Student Business Services. Non-TTU students will make payments to OIA. Faculty members may not accept payments for programs.
    3. For programs at the TTU Center Seville, arrange student housing

4. Provide a mandatory pre-departure orientation on issues of personal safety, security awareness, health, cultural adjustment, and practical issues related to travel, packing, obtaining money, and communicating with home
5. Provide financial aid verification to the Financial Aid Office so that students' financial needs can be accurately assessed
6. Inform students about scholarship opportunities for studying abroad, and advise them to speak with the Financial Aid Office if financial assistance is needed to go abroad.
7. Notify the Dean of Students office and Office of Student Conduct of students participating.
8. Enroll students in the appropriate insurance program (see Section 6)

### 3. During the Program

#### a. Faculty responsibilities

##### i. Presence at the program

1. All faculty will arrive with students, or be on location in advance of their arrival. In no case may faculty arrive at the site after students arrive.
2. Faculty must be on location for the duration of the program. During periods of free time, students must know how to reach faculty at all times.

##### ii. Faculty behavior

1. All faculty will behave in a manner that conforms with TTU policies as outlined in OP 32.04 and is consistent with local law and custom.

##### iii. Use of vehicles

1. Where other options are available, TTU faculty, staff, or other employees will not drive students in any vehicle during the program. As necessary, vehicles may be rented with a driver.
2. In situations where it is necessary for faculty, staff or other employees to transport students, the OIA strongly recommends they purchase personal liability insurance.
3. Students may not drive other students for any part of the program transportation.

##### iv. Cell phones

1. All TTU faculty taking students abroad must have a cell phone which can be reached by OIA or by which they can communicate with OIA during the program or have an alternate method of communication where cell phone coverage is not available.

##### v. Emergency Procedures while abroad – the OIA is the point of initial contact for any emergency that occurs during a program

##### 1. Faculty responsibilities regarding emergencies

##### a. Prepare for an emergency

##### i. Immediately upon arrival

1. Share faculty cell phone numbers with students.
2. Give students the local emergency number.
3. Get students' cell phone numbers.
4. Create a communications tree to be able to contact everyone quickly.
5. Implement the "Buddy System."
6. Advise students never to leave their residence without ID, money and Emergency Contact card.

##### b. In a General Emergency

- i. Activate Emergency Action Plan
- ii. If the emergency constitutes an immediate threat to the safety/security of the group, take all steps necessary to remove the group from danger as quickly as possible and will advise TTU officials when feasible.
- iii. Use local resources, including the U.S. Embassy in the host country, to assess the situation and make a recommendation to OIA regarding the continuation of the program at the site.
- iv. Contact or respond to local authorities

- v. Notify the OIA of your location and status, using the 24 Hour Emergency Assistance Line if necessary.
    - vi. Wait for instructions from the OIA who will coordinate with TTU officials.
    - vii. Communicate TTU instructions/information to the students.
    - viii. Maintain communications with the OIA until the situation is resolved.
  - c. Medical and Mental Health Emergency
    - i. Seek appropriate care.
    - ii. Notify the OIA of your location and status, using the 24 Hour Emergency Assistance Line if necessary.
    - iii. Work with the OIA to maintain contact with appropriate insurance provider and the local treatment facility. The OIA will coordinate with TTU officials and the student's emergency contact, if appropriate.
    - iv. Protect the student's right to privacy. Share only necessary details on a need to know basis.
    - v. Document the event, providing as many details as possible, using the Emergency Report. This document should be submitted to OIA upon return.
- vi. Faculty responsibilities regarding discipline
  - 1. Establish acceptable behavior norms consistent with the TTU Code of Student Conduct and local law and custom.
    - a. In the case of discipline problems, faculty must keep the OIA informed and be consistent in their response. Egregious violations allow for immediate dismissal from the program.
    - b. Other violations
      - i. 1<sup>st</sup> offense: verbal warning (advise OIA)
      - ii. 2<sup>nd</sup> offense: written warning (copy OIA)
      - iii. 3<sup>rd</sup> offense: dismissal from program; faculty must submit the Student Dismissal Form to OIA (attached)
- vii. Faculty responsibilities regarding program monies
  - 1. Faculty must monitor expenditures to adhere to the program budget
  - 2. Expenditures during the program must follow TTU policy
  - 3. Faculty must retain receipts for submission at the end of the program. See Section 4.
  - 4. Durable goods expenses such as printers, cameras, or other equipment should be purchased by the department for use in the program
- b. OIA responsibilities
  - i. For OIA responsibilities regarding emergencies see OP 34.20.

#### 4. Upon Return

- a. Faculty are responsible for
  - i. Reconciling their account in the OIA in accordance with OP 79.07
    - 1. Expenses must be submitted within 30 days of the completion of travel. A completed voucher form requires the signatures of claimant and claimant's supervisor.
    - 2. Faculty claiming per diem (see section 8) do not need to submit original receipts for meals. Original receipts are required for airfare, lodging, and other program-related expenses. If the lodging receipt reflects double occupancy, the employee is entitled to reimbursement of the single rate or one-half of the rate if the room is shared with another employee. All required receipts must indicate that the charges have been paid in full.
      - a. Each receipt must be taped to a Receipt Form (attached – use one form per receipt) and submitted to the OIA Business Coordinator.
      - b. If the faculty member will not return to the U.S. within the 30 day period, the original receipts must be mailed to the OIA Business Coordinator.
  - ii. Meeting with the OIA to evaluate the success of the program and look for ways to improve it.
  - iii. Turning in a report on any incidents which need to be reported for the Clery Act.

- b. OIA is responsible for
  - i. Managing the fund for the program;
  - ii. Working with faculty to process the voucher;
  - iii. Providing an evaluation form for faculty to complete.
  - iv. Compiling a report of Clery incidents
- c. Accumulated funds in the account may not be more than the equivalent of program fees for two participants. These funds may be used when there is a significant change in the currency exchange rate or if a student needs to be refunded prior to the program. Approval for use of these funds for other purposes must be received from OIA. If more than this amount accumulates in the account, the excess amount will be returned to the student participants after the accounts have been reconciled annually. For faculty-led programs at TTU Centers, each program will maintain no more than \$1500 at the Center site. The remaining monies will be wired to OIA at the end of the summer, with excess funds to be distributed as described above.

#### **5. Faculty Accompanied by Spouse/Family**

- a. Faculty are responsible for all expenses incurred for spouse/family who accompany him/her on a faculty-led program.
- b. All spouses/family accompanying faculty on a faculty-led program must sign a release form (attached). OIA recommends that they be covered by health/accident and emergency medical evacuation and repatriation of remains insurance, to be purchased at their own expense.
- c. Faculty accompanied by children must be accompanied by a non-program related adult who will be responsible for the children so that the faculty member can devote him/herself to the program and its student participants.

#### **6. Visitors to Faculty-Led Programs**

- a. Due to the intensive nature of a faculty-led program, faculty and students should not have visitors. Exceptions to this policy would be Texas Tech University administration (Chair, Dean, Provost, etc) who may wish to observe the program. Other visitors should not expect to be accommodated during the program.

#### **7. Insurance**

- a. All faculty are covered by health and accident insurance while leading TTU students on a faculty-led program. Additionally, faculty at the TTU Center Seville are required to purchase the International Teacher ID Card (ITIC) for the emergency evacuation insurance it provides.
- b. All student participants will have health and accident and emergency evacuation and repatriation insurance coverage while abroad. For students not at the TTU Center Seville Study Abroad staff will enroll the students and bill the student's account for the charge. This coverage will be for the duration of the faculty-led program. Additionally, students at the TTU Center Seville are required to purchase the International Student ID Card (ISIC).

#### **8. Alcohol**

- a. In accordance with Texas Tech policy, TTU funds may not be used to purchase alcohol. Faculty, and students of legal age in the study abroad location, may purchase and consume alcohol with their own funds. Faculty may not purchase alcohol for students.

#### **9. Per Diem**

- a. Per diem for meals and incidental expenses for faculty taking students abroad is based on the U.S. Department of State Meals and Incidental Expenses (M&IE) Allowance.
- b. Faculty may claim 50% of the State Department M &IE allowance for meals and incidental expenses. In mitigating circumstances, the department chair and Dean of the college may approve a higher rate, up to 100%

per cent. Faculty requesting a higher rate should complete the Request for Additional Per Diem form (attached), and submit it to OIA when establishing the program budget.

## 10. Safety and Security

- a. See OP 34.20

## 11. Evaluations

- a. To better serve Texas Tech students, each program should provide an opportunity for students to evaluate the program in terms of content, location, excursions, value for money spent, etc. A sample evaluation is attached.
- b. Faculty will be given the opportunity to evaluate the support provided by the Office of International Affairs, third-party providers or the TTU Center Seville, the program itself and offer suggestions for future changes.

### References:

1. Faculty-Led Program Planner (<http://www.studyabroad.ttu.edu/?go=LeadingTTUStudentsAbroad> – click on Faculty-Led Program Planner – opens as Excel spreadsheet)
2. Faculty-Led Program Approval Form (<http://www.studyabroad.ttu.edu/?go=LeadingTTUStudentsAbroad> – click on Faculty-Led Program Planner – opens as Excel spreadsheet/see tab 3)
3. Faculty-Led Program Fee Form (<http://www.studyabroad.ttu.edu/?go=LeadingTTUStudentsAbroad> – click on Faculty-Led Program Planner – opens as Excel spreadsheet/see tab 3)

### Attachments:

1. Request for Additional Per Diem Form
2. Student Dismissal Form
3. Emergency Report Form
4. Receipt Form
5. Program Evaluation Form for Faculty
6. Program Evaluation Form for Students



Request for Additional Per Diem Form

Faculty name: \_\_\_\_\_

Program name: \_\_\_\_\_

Program Location: \_\_\_\_\_

According to OP 34.26, faculty are authorized to receive 50% of the U.S. Department of State Meals & Incidentals rate for the location where they will be abroad.

I am requesting to receive additional per diem for the duration of the study abroad program I will be leading.

Original amount: \_\_\_\_\_ per day for \_\_\_\_\_ days.

Amount requested: \_\_\_\_\_ per day for \_\_\_\_\_ days.

Total difference this will add to the program costs for students: \_\_\_\_\_

Reason for request:

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Chair of Department: \_\_\_\_\_

Date: \_\_\_\_\_

Dean of College: \_\_\_\_\_

Date: \_\_\_\_\_

Received by Study Abroad office on \_\_\_\_\_





### Student Dismissal Form

This form is to be used by TTU faculty or staff when it becomes necessary to dismiss a student from a study abroad program currently in progress. The form should be submitted to the Study Abroad office as soon as possible after the dismissal.

Student name: \_\_\_\_\_

Program name: \_\_\_\_\_

Faculty/staff name: \_\_\_\_\_

This student has been dismissed from his/her study abroad program due to the following reasons:

Effective \_\_\_\_\_ (dd/mm/yyyy) the relationship between Texas Tech University and the student is terminated for the duration of the study abroad program. Texas Tech University is released from all liability regarding this student as of this date.

The student has been advised that:

- no funds will be returned for the cost of the program not completed
- any housing that may be part of the program is no longer available to the student
- insurance coverage will remain in effect until the original end date of the program
- credit for the course may be affected
- any additional costs to return to the U.S. are the student's responsibility
- there may be disciplinary consequences when the student returns to Texas Tech University
- it is his/her responsibility to notify a parent/guardian of the dismissal

Please complete the relevant section below:

**The student IS returning to the U.S. immediately.** Please provide documentation that the student has changed his/her flight to the U.S. and will leave the study abroad location immediately.

OR

**The student has elected to return to the U.S. on the original return flight.** By signing below, the student acknowledges that he/she will be remaining in the host country (or traveling to a different location) and returning to the U.S. on the original return flight.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_

Date: \_\_\_\_\_

If the student refuses to sign, you must have two witnesses to your signature of this form verifying the student's refusal.

I verify that the above named student has refused to sign this form.

Witness signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Date: \_\_\_\_\_



Emergency Report Form

This form is to be used by TTU faculty or staff when an emergency involving a student occurs on a TTU faculty-led program. The form should be submitted to the Study Abroad office as soon as possible after the incident.

Student name: \_\_\_\_\_

Program name: \_\_\_\_\_

Faculty/staff name: \_\_\_\_\_

This student has been involved in the following emergency incident:

The following action was taken as a result of this event:

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty signature: \_\_\_\_\_ Date: \_\_\_\_\_



Receipt Form for Faculty-Led Programs

Staple detailed receipt here.

Purpose:

---

---

---

---

---

If this receipt is for meals that do not include students, please complete the following:

Attendees	Title	Organization
-----------	-------	--------------

---

---

---

---

\_\_\_\_\_  
Date of purchase

\_\_\_\_\_  
Signature

## Program Evaluation Form for Faculty

Evaluation of Your Faculty-Led Program:

(\*) Indicates the question is required.

1. Were you satisfied with the support you received from the Study Abroad office for your program? (\*)

2. How could the support provided by the Study Abroad office be improved? (\*)

4000 characters left

3. Did you find the information provided at the faculty colloquia useful? (\*)  
Please offer suggestions of topics you would like to see covered in future colloquia.

4. Did you feel prepared to cope if an emergency situation had occurred while you were abroad? (\*)  
Please tell us what information you felt you needed that you did not have.

5. Did you use a third-party provider to help plan the logistics of your program? (\*)

6. If you answered "Yes" to the previous question, were you satisfied with the service you received?

7. Did your program take place at the TTU Center Seville? (\*)

8. If you answered "Yes" to the previous question, were you satisfied with the service you received?

9. Were you generally satisfied with your program this year? (\*)

10. What could be done to improve your program in future years? (\*)

4000 characters left

11. Please make any other comments you feel are important:

4000 characters left

## Program Evaluation Form for Students

Complete a Program Evaluation - Faculty-Led Programs:

(\*) Indicates the question is required.

### 1. Pre-departure orientation - Study Abroad Staff (\*)

How effective was the pre-departure orientation provided by TTU Study Abroad staff in preparing you for your experience?

4000 characters left

### 2. Pre-departure orientation - Faculty (\*)

How effective was the pre-departure orientation provided by your faculty leader or resident director in preparing you for your experience abroad?

4000 characters left

### 3. Program Organization (\*)

How well organized and structured was your program? Please give specific examples of things that worked well, and areas needing improvement.

4000 characters left

### 4. Comment on Academics (\*)

How would you describe the academics of your program? Please comment on your instructors, class environment, course design and difficulty of coursework.

4000 characters left

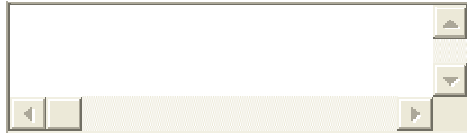
### 5. Comment on Accommodations (\*)

How would you describe the accommodations at your program site? If you lived with a host family, did you feel that it enhanced your overall abroad experience?

4000 characters left

6. Comment on Transportation (\*)


What type of transportation did you use most often at your main study abroad location? Did your accommodations have easy access to public transportation? Was public transportation affordable?



4000 characters left

7. Safety and Security (\*)

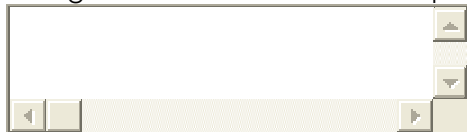
How would you describe the safety and security at your program site? Was the resident staff available for any problems you may have had?



4000 characters left

8. Recommend Program (\*)

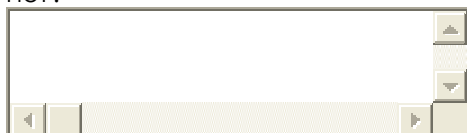
Would you recommend this program to other students? Why or why not? What were the main strengths and weaknesses of the program?



4000 characters left

9. Meet Expectations (\*)

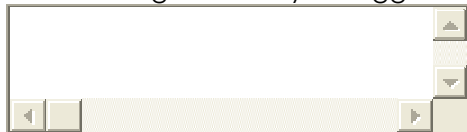
Did your program meet your expectations for a positive and productive term abroad? Why or why not?



4000 characters left

10. Suggest changes (\*)

What changes would you suggest to improve this program in the future?



4000 characters left