



Handbook for TTU International Centers

Definitions

- a. A TTU International Center is the focus of Texas Tech academic activity in the country/region in which it is established. It should serve all academic departments that would benefit from teaching a semester or summer program in the location. A language component is an integral part of a TTU International Center.
- b. Fees
 - (1) OIA Administrative Fees
Fees charged to all TTU International Center students to offset administrative costs in the Office of International Affairs (OIA)
 - (2) Program Fees
Fees charged to all TTU Center students to pay for infrastructure costs associated with a TTU Center including, but not limited to, salaries, facility rental, utilities, and office supplies. Additional program fees cover items including, but not limited to, room & board, excursions and insurance.
- c. Funding
Scholarships, grants, and financial aid that are available to TTU students to assist them in paying for study abroad programs
- d. Logistics
Assisting students with the visa application process, living arrangements, travel arrangements, and any other information pertinent to living at a specific site
- e. Orientation
 - (1) Safety and security orientations dealing with both routine and emergency procedures for students abroad
 - (2) Program-specific orientations dealing with site-specific information, including information on expectations of faculty, organization of classes, cultural adjustment, and practical information on day-to-day living (e.g., how to obtain money, call home, and health and safety issues that are site-specific)
 - (3) General orientation providing general information on health issues abroad and general cultural adjustment strategies

- (4) Orientation for faculty who will be teaching at the site
- f. Recruiting
 - Encouraging students to participate in study abroad programs
- g. Screening
 - (1) Evaluation of applicants by TTU Center Coordinator
 - (2) Visiting and interviewing prospective host families by TTU Center Resident Director or their designated representative in the employ of the university
- h. Acronyms
 - BIT – Behavior Intervention Team
- i. Medical and Mental Health Emergencies
 - (1) Any hospitalization, no matter how brief
 - (2) Rape or sexual assault
 - (3) Severe food poisoning or severe allergic reaction
 - (4) Any incident of a psychiatric nature
 - (5) Any incident involving injuries or potential injuries

1. Establishing New TTU Centers

- a. Proposing the Site
 - (1) Proposals to establish a TTU International Center should be coordinated with the Director of Study Abroad. Careful thought should be given to the long-term sustainability of the site, the ability for the Center to grow without adversely affecting the site, and the financial viability of the program and the site. Proposals must include a justification for choosing the site, the students who will be served by the Center, the courses that will be taught, the faculty and staff that will be required, any safety concerns at the site, a proposed business plan, and proposed student costs for the program. See Attachment 1 at the end of this document for a sample proposal form.
 - (2) The final version of the proposal will be presented to the International Affairs Council. With the concurrence of the Vice Provost of International Affairs (VPIA), the proposal will be presented to the Provost and Senior Vice President (PSVP) who will decide as to the feasibility of the proposal. If approved, the OIA and the appropriate faculty member(s) and department(s) will work together to develop and implement the program as specified in [OP 34.27](#).
- b. Legal and Financial Responsibilities

- (1) The Resident Director, in coordination with the VPIA, will ascertain that the Center meets all legal and other requirements, including tax compliance and contracting, for operating at TTU and in the host country.
- (2) The PSVP will issue a designation of authority for each Center specifying who can sign leases, contracts, and other documents committing funds on behalf of TTU as outlined in existing state and TTU regulations. See Attachment 2 for Designation of Authority template.

2. Closing a Texas Tech University Center

- a. After four semesters of operation, the VPIA, AVPIP, the Director of Study Abroad, the Resident Director, the Center Coordinator, and the International Affairs Council will review the long-term viability of each Center. Other reasons may also arise requiring the closure of a Center. Any recommendation to close a TTU Center will be made by the VPIA to the PSVP. The final decision to close a site will be made by the PSVP.
- b. The following items should be considered when closing a TTU International Center
 - (1) Contractual obligations including, but not limited to, the lease of the space, utilities, employee salaries, maintenance, and other obligations as applicable;
 - (2) Financial affairs including closing bank accounts, transfer of monies, and payments to employees;
 - (3) Disposal of TTU Center property will be approved by the Director of Study Abroad and the VPIA in accordance with local laws and customs and in consultation with the TTU Office of Property Inventory and Management.

3. The TTU International Center Resident Director

- a. Selection of a TTU International Center Director will be made through the TTU application process.
- b. The role of the TTU Center Resident Director
 - (1) The Resident Director is the legal representative of Texas Tech University. The Resident Director shall have a contractual agreement, which shall specify the job duties.
 - (2) The Office of International Affairs, in coordination with the Resident Director and Texas Tech academic departments, will develop the academic program for a Texas Tech International Center. The Resident Director may have responsibilities related to academic instruction in the program as specified in the contract.
 - (3) The Resident Director is responsible for the safety and security of the Center. Local procedures must be established to maintain a secure and safe environment for the faculty, staff, and student participants that comply with the general safety and security procedures outlined in Section 12, while incorporating local issues that may impact the Center.
 - (4) The Resident Director must balance a wide variety of responsibilities and roles including that of group leader, intermediary, advisor, program administrator, and advocate for student participants in the program. The Resident Director will serve as the highest-ranking

representative of Texas Tech University at a Texas Tech Center and, most likely, in the country. In addition, the Resident Director will serve as a liaison among many different elements in the program including the students, the institution/entity from which the facilities are leased, host families, Texas Tech University, local U.S. governmental offices, and governmental officials in the host country. See attachment 2 for Designation of Authority template.

- (5) Due to the sensitive nature in acting as both advocate for the students and liaison among the distinct components of the program, the Resident Director must exercise caution in personal matters concerning individual students. This is especially true during periods of emotional stress that some students may experience as they undergo culture shock and learn strategies for adapting to a new cultural setting. Conversations with individual students must be regarded as confidential. Matters of particular concern are the violation of trust or privacy of students through the unauthorized sharing or disclosure of information and any act that can be interpreted as sexual harassment or any discriminatory act reflecting prejudice based on sex, age, race, or religious belief. Student grievances will be addressed in accordance with the *Student Handbook*. Any accusation of the violation of trust, sexual harassment, or prejudice judged to have cause can result in immediate dismissal of the Resident Director. Due to the complexity of this position, it is mandatory that the Resident Director comply with the training requirements mandated by Texas Tech University for all employees and supervisors.
- (6) No Resident Director may have any financial involvement with any party providing goods or services to a Texas Tech Center.
- (7) The Resident Director is responsible for their housing and living expenses. Student monies may not be used to cover these expenses.

c. Pre-program Responsibilities at the Center

- (1) Advance Planning & Budgeting
 - (a) The Resident Director will assist OIA by providing required information in a timely manner to facilitate advance planning and budgeting for incoming programs. This includes information on costs; housing; excursions; local health insurance (if needed); security; arrangements for excursions; exchange rates; and internship placements, if relevant. The Resident Director will assist in setting up conferences or short-term research for Texas Tech faculty and graduate students as the need arises.
 - (b) The Resident Director is responsible for coordinating the term schedule. It must conform to the TTU Academic Calendar as follows:
 - (i) Semester program dates must be in line with the TTU Academic Calendar and must conclude in time to allow graduating seniors the chance to participate in graduation ceremonies, if desired.
 - (ii) Spring semester programs must include a Spring Break.
 - (iii) Summer programs must be in line with the TTU Academic Calendar regarding graduation and the start of the fall semester.

(iv) Classes must meet the minimum number of contact hours as required by the Texas Higher Education Coordinating Board.

(2) Housing

(a) At Centers where students live with host families:

(i) Families with whom Texas Tech students will be placed are to be screened by either the Director or a designated representative employed by Texas Tech. This screening is to take the form of a completed application by the host family and a personal visit to the home by either the Resident Director or a designated representative employed by Texas Tech. Visits should be recorded on the Host Family Housing Survey (see Attachment 3) and be available for easy review.

Students may request to move if they feel the placement is a bad fit, and the family may request that the student be moved if they do not feel that the student fits the family's way of life. Students will be asked to evaluate their host families at least once during the semester and upon completion of the program. The Resident Director or a designated TTU Center staff member will serve as the liaison between program students and host families

(ii) Students in extenuating circumstances may petition to make alternate housing arrangements. This must be approved by the Director of Study Abroad, in consultation with the Resident Director. Neither TTU Center staff or Study Abroad staff will assist in finding alternate housing nor in resolving housing-related issues with such housing.

(b) At Centers where students do not live with host families:

(i) The Resident Director is responsible for finding adequate housing for the students.

(3) The Resident Director will be responsible for arranging excursions and will accompany students on the excursions unless other TTU Center faculty or staff has agreed to accompany the participants. For faculty-led programs, a member of the TTU Center staff as well as the relevant faculty member must accompany all excursions.

(4) The Resident Director is responsible for identifying in advance to the Study Abroad office the medical facilities, and medical and mental health personnel to whom Texas Tech students and faculty may go if they are in need of medical assistance.

(5) It is the responsibility of the Resident Director to meet the students at the start of orientation and to arrange transportation and housing for them during the orientation phase of the program.

d. Responsibilities during the Program

(1) The Resident Director will coordinate an on-site orientation program. The orientation will include up-to-date information for students about program schedules and itineraries. Orientation responsibilities also include:

- (a) Making students aware of key issues of cross-cultural communication and helping them to develop awareness and coping strategies in the new culture;
 - (b) Providing an opportunity on a regular basis for students to discuss cultural adaptation issues;
 - (c) Establishing the program rules and policies and the expectations for student behavior (see (7) below);
 - (d) Giving students a program handbook with specific on-site information, maps, contacts, schedules, etc. The ideal program handbook includes a map of the area around the Center location highlighting public transportation stops, recommended places to eat, recommended shops, pharmacies, hospitals, banks, churches, supermarkets, post offices, pertinent student activities, organizations that are near the Center, and information on cell phones and internet options available to the students;
 - (e) Taking students on a walking tour of the program setting. This tour should point out areas of interest and areas to be avoided, as highlighted on the maps given to the students. When applicable, the Resident Director will prepare a specialized vocabulary list to aid students in accessing important locations;
 - (f) Establishing with the students the norms of living with a host family, where this is the housing option. It is very important to convey to students that communications related to the host family placement are two-way, and that most problems can be resolved if they are addressed quickly;
 - (g) Instructing students on safety issues in the host country and site, informing them of local laws regarding use of alcohol and drugs, making them aware of laws regarding public conduct, and identifying local laws that are markedly different from laws in the U.S.
- (3) The Resident Director must be prepared to handle crisis situations, including those caused by initial culture shock. The Resident Director should be aware of the counseling services available to Study Abroad students through Counseling Services on the TTU home campus as well as local resources, and refer students, as necessary, to avert potential crises.
 - (4) The Resident Director will be provided with office space, a phone (to include a cell phone to be used for TTU business), copier/fax/scanner, and computer in order to meet with student participants and conduct program business. The Resident Director will establish regular office hours to help students deal with matters relating to health, personal problems, or other issues students wish to discuss. At a minimum, the Resident Director must be available to students in the program office on weekdays before, between, and/or after classes for at least one hour per day. The Resident Director must provide information to staff and student participants as to how and where they may be reached 24 hours per day in case of emergency. In the case that the Resident Director must be absent from the site, a TTU employee with fiduciary responsibility and authority must be available on site.
 - (5) The Resident Director is responsible for the organization of program excursions and field trips, whether they are short outings or longer excursions, ensuring that each excursion has an academic and/or cultural component. Neither the Resident Director nor any member of

the staff shall drive a vehicle used for transporting students; as necessary, vehicles must be leased with drivers. The Resident Director or a TTU Center faculty or staff member should be available to accompany excursions for all programs based at the Center. If a travel agency is organizing excursions, the Resident Director should be familiar with the company and the specific terms of its contract and ensure that those terms are fulfilled.

- (6) In the event of a student health emergency, the Resident Director or a TTU Center staff member should be prepared to accompany the student to a medical facility for care and must use discretion with regard to medical treatment, hospitalization, and surgery. While the Resident Director does not need to be informed of every minor illness, ailments that do not disappear in a few days should be addressed. The Director of Study Abroad should be informed immediately if situations arise in which extensive medical treatment is required.
- (7) The Resident Director is responsible for enforcing the TTU Code of Student Conduct taking into account local laws and customs and dealing with discipline problems as they arise. Students who have severe discipline problems may be dismissed from the program. This decision must be made in consultation with the Director of Study Abroad and in coordination with the Office of Student Conduct. See Attachment 4 at the end of this document for the Student Dismissal form.
 - (a) The Resident Director may decide that a student's continued participation in the program is detrimental to the program as a whole due to poor conduct and/or difficulties with the local authorities.
 - (b) If the Resident Director decides that it is necessary to send a student home before the end of the program, they should contact the Director of Study Abroad immediately. If prior consultation with Texas Tech is not possible, the Resident Director must proceed based on their own authority.
 - (i) A full written report on the reasons for the action must be prepared by the Resident Director and submitted to the Director of Study Abroad within 24 hours.
 - (ii) Students sent home due to disciplinary reasons will be reported to the Office of Student Conduct by the Director of Study Abroad.
- (8) The Resident Director works as a Texas Tech staff person and as a representative of Texas Tech University in residence at the program site. Both the students and the teaching staff should view the Resident Director in this capacity.

d. Responsibilities at the Conclusion of the Program

- (1) The Resident Director is responsible for seeing that participants complete a post-program evaluation which helps Texas Tech coordinate future programs. Results should be shared with the Director of Study Abroad.
- (2) The Resident Director should provide an opportunity for students to put their experiences into perspective, to express their views, and to discuss their general impressions of the program.
- (3) The Resident Director should help prepare students for their return home and discuss the

possibility of reverse culture shock on reentry. The Study Abroad staff will provide materials for use in this discussion and for students to read on their own. See attachment 5.

e. Relations with the Home Campus

The Resident Director's position is managed by the VPIA, who has the authority to remove a Resident Director for failure to provide a program as outlined in this document or in the Resident Director's position description.

The Resident Director is responsible for:

- (1) Reporting to the Director of Study Abroad any emergency or event that might involve the security of the program participants;
- (2) Reporting and consulting with the Director of Study Abroad on any health or other emergencies requiring rapid decision-making;
- (3) Responding to queries from the Office of International Affairs, which acts as liaison with participants' families in the U.S.;
- (4) Being available or having a designated TTU Center staff member available for contact with Texas Tech 24 hours per day/7 days a week when students are in country;
- (5) Keeping accurate and detailed financial receipts for accounting purposes. These receipts and accompanying documentation must be submitted monthly (see section 9: Financial Procedures at TTU International Centers for financial procedures);
- (6) Overseeing all payments and receipts of program-related funds and obtaining appropriate receipts in the form requested;
- (7) Returning to the home campus on an annual basis for meetings and training. One round trip to the U.S. will be paid from the relevant TTU Center operating budget. Other trips taken at the Resident Director's discretion will be at the Resident Director's expense.

5. Texas Tech International Center Coordinators

Texas Tech Center Coordinators are supervised by the Director of Study Abroad and evaluated with input from the Resident Director. Their salary is paid from the relevant TTU Center operating budget.

Texas Tech Center Coordinators will be responsible for:

- a. Recruiting students to participate in the TTU Center program;
- b. Ensuring that the required form with current costs for the program is filed in a timely manner with VPIA approval;
- c. Ensuring that information regarding the Center is up-to-date on the Study Abroad website;
- d. Accepting applicants only after clearance for GPA and discipline has been confirmed and the student has completed the application questionnaire;

- e. Maintaining files on all applicants, and ensuring that requirements are completed;
- f. Providing standardized information to all students on emergency and liability issues, insurance information, and standard forms required by TTU of all students who participate in TTU study abroad programs;
- g. Ensuring that students participate in 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;
- h. Providing students with information on where they can obtain the most up-to-date information for a country-specific visa and providing assistance to meet visa requirements;
- i. Providing cost information for financial aid verification and scholarship information to participants;
- j. Collaborating with sponsoring academic departments to ensure students are registered in the appropriate courses;
- k. Assisting and preparing faculty to teach at the TTU Center;
- l. Visiting the TTU Center on an annual basis to keep up-to-date on changes. This trip will be funded through the TTU Center operations budget.

6. The Office of International Affairs (OIA)

The OIA will be responsible for:

- a. Working with colleges/departments that want to establish a TTU Center in a new location;
- b. Establishing the budget for the TTU Centers, in coordination with the TTU Center Resident Director and OIA Financial Manager;
- c. Overseeing the work of the TTU Center Coordinators;
- d. Providing day-to-day support for the Center as required, to include emergency response;
- e. Providing orientation and re-entry sessions for all returning students.

7. International Affairs Council

The Texas Tech University International Affairs Council (IAC) shall serve as an advisory board for Texas Tech's international campuses and centers by functioning as the conduit between the Office of International Affairs and Texas Tech's academic, operational, and administrative units regarding Texas Tech's global initiatives and helping develop and recommend policies to the Texas Tech PSVP and President on international programs and campus internationalization.

8. Programs at TTU International Centers

Academic programs at the Texas Tech Centers will be of two types

a. Semester-long programs

- (1) These programs run concurrently with Texas Tech semesters.
- (2) Housing and round trip airfare from Lubbock to the Center site for visiting faculty is paid by the TTU Center from student fees according to a set rate. Costs in excess of the established rate are the responsibility of the faculty. Family members may accompany faculty at their own expense. Faculty/GPTIs are entitled to per diem for semester programs at 50% of the U.S. Department of State Meals and Incidental Expenses (M&IE) rate. Lodging and per diem is only paid for the actual time that faculty are teaching. If, for example, faculty/GPTIs teach for ½ of the semester and do research for the other half, only that ½ semester they are teaching is eligible for lodging and per diem funding. Faculty who permanently reside in the country where the Center is located will be responsible for securing and paying for their own housing and transportation.
- (3) Salaries for faculty are paid by their home department.
- (4) The Resident Director must be on-site for all programs, and along with the Center staff, will provide logistical and administrative support.

b. Faculty-led programs

- (1) Faculty-led programs are detailed in [OP 34.26 Faculty-led Study Abroad Programs](#).
- (2) These programs may be intersession, summer or semester programs.
- (3) Airfare, housing, per diem and excursion costs for faculty on these programs are paid by the faculty-led program fees.
- (4) Salaries for faculty are paid by their home department.
- (5) The Resident Director must be on-site for all programs, and along with the Center staff, will provide logistical and administrative support.

9. Financial Procedures at TTU International Centers

a. Budget

- (1) Fiscal oversight for the TTU International Centers rests with the Office of International Affairs. The Center budget will be submitted on an annual basis no later than March 15 for the following academic year. The budget will be coordinated among the Resident Director, the Director of Study Abroad, and the OIA Financial Manager, and approved by the VPIA. Projected expenditures may not exceed projected income. Projected income may exceed projected expenditures by a minimal amount to cover contingencies (e.g. exchange rate fluctuations). Reserve funds may not exceed 1 year of operating expenses and will be maintained in the Operations FOP.

b. Accounts

- (1) All TTU Centers will have FOPs with corresponding bank accounts on site to handle

collection and transfer of monies. Bank accounts must be in the name of the TTU Center and may not, in any way, be a personal account for any TTU employee or staff member. These accounts will be:

(a) Operations Account

- (i) May only be used for the day-to-day operations of the Center and any student-related expenses
- (ii) Monies will be wired into the Operations account monthly. Monies for excursions, host families, and health insurance will be wired on a semester basis.
- (iii) TTU Center operations expenditures will be recorded in the local currency. The receipts will be forwarded monthly to the OIA Administrative and Finance unit who will reconcile the account by:
 - 1) Reconciling receipts to the bank statement
 - 2) Sending bank statements, scanned receipts and the account spreadsheet to Accounting Services for review and posting.

(b) Faculty-Led Programs Account

- (i) Monies collected from student program fees for faculty-led programs at a TTU Center, minus the Center fee, will go into the faculty-led account. Center fees monies will go into the Operations account.
- (ii) Funds for TTU Center faculty-led programs will be wired to the Center faculty-led account at the Center site based on student enrollment and expected costs to be paid per student.
- (iii) Reconciliation of these funds will follow the same procedures as for the Operations account.

c. Funding

Funding for the operation of a Texas Tech Center is provided by program fees paid by participating students. Expenditures are on a semester basis, and monies spent cannot exceed the monies collected for that semester.

- (1) For semester programs, these fees are billed by OIA through Student Business Services and are collected at the start of each fall and spring semester.
 - (a) Students must pay a non-refundable deposit to secure their place in the program. The date for this payment is established by the TTU Study Abroad office.
 - (b) Students are billed the balance of the program fee by OIA and pay through Student Business Services.
- (2) For faculty-led programs, students pay a weekly fee for use of the Center that is charged as part of the program fee by OIA through Student Business Services.

d. Contracts

Contracts for the leasing and maintenance of the space for a TTU Center must be processed by OIA through the TTU Purchasing and Contracting office. The Resident Director and staff may not have any involvement, directly or indirectly, in providing goods and/or services to the TTU Center.

10. Faculty at TTU International Centers

- a. Faculty may apply to teach at a Texas Tech University International Center by completing the Faculty Proposal to Teach at a TTU International Center. The TTU Center Coordinator can provide the Proposal link to interested faculty. Proposals must be submitted no later than 31 March for the following Spring semester, and 31 October for the following Fall semester. Applications will be reviewed by the TTU International Center Advisory Board selection committee. Recommendations will be forwarded to the Office of the Provost for approval.

- b. Faculty members who teach during the semester have two options:

- (1) Teach 6 credit hours face-to-face for the entire semester
- (2) Teach 3 credit hours face-to-face for half the semester

Online courses may not be used to reach the required number of credit hours taught by faculty. Faculty will assist in recruiting students for these classes. While the Center Coordinator will help recruit students for the semester program, it is the responsibility of faculty to ensure their classes meet departmental enrollment requirements. Faculty-led programs will follow [OP 34.26 Faculty-led Study Abroad Programs](#).

- c. In exchange for roundtrip transportation from Lubbock to the Center, faculty who teach for a semester at the Center will also:

- (1) Be responsible for obtaining and paying for their passport, as well as appropriate documents for any accompanying family members.
- (2) Be responsible for securing housing at the Center site. Faculty who teach 3 credit hours will receive one-half of the housing stipend; faculty teaching 6 credit hours will receive the full housing stipend set by the relevant Center. Housing costs that exceed the housing stipend at the Center site are the responsibility of the faculty member.
- (3) Faculty who permanently reside in the country where the Center is located will be responsible for securing and paying for their housing and transportation costs.

- d. Access to the Center

- (1) Faculty and instructors will be granted access to the TTU Center.

- e. Telephones

- (1) Normal TTU business calls should be placed through the landline telephone in the TTU Center offices.

- f. Travel/Excursions

- (1) There will be three spaces available on each of the group excursions for faculty and staff. One slot will be for the group leader; the other two spaces will be administrative positions. These spaces normally will be filled by staff of the TTU Center. Staff filling these spaces will be responsible for room distribution in the hotels, taking group counts, assisting in case of a health emergency, coordinating with the bus driver, etc. Parents and family members may participate in any excursion as space permits by paying the costs connected with the excursion.

g. Accounts

- (1) Upon return to Lubbock, faculty members are expected work with OIA to reconcile their account in compliance with TTU policies. Failure to reconcile accounts in a timely manner can lead to faculty being assessed responsibility for such funds.

11. Student Participants at TTU International Centers

In order to participate in a TTU Center semester program, TTU students must meet TTU Study Abroad eligibility requirements. See [OP 34.20](#). Students withdrawn at any phase of the program for violating the Texas Tech University Code of Student Conduct will be held financially responsible according to the [withdrawal and refund policy](#).

TTU students register directly at TTU in the courses they will take while abroad and receive credit and grades for the course work they complete; grades are calculated into the GPA on the TTU transcript. Non-TTU students may participate as visiting students or through a consortium agreement and must be approved by their respective Study Abroad offices. The Center Coordinator will work with the appropriate host university Study Abroad office to ensure academic and disciplinary eligibility, and completion of the TTU application to include release of liability.

The Center may also host programs from high schools, arranging for classroom space, host family participation, and excursions. These students must complete the release of liability form found in this handbook as attachment 5.

- a. Prior to departure, students participating in Texas Tech Center programs have the following responsibilities:
 - (1) Attending mandatory pre-departure orientation sessions
 - (2) Submitting required documents and completing application requirements by the deadline established by the Study Abroad office in the OIA
- b. During the program, students participating in Texas Tech Center programs should be aware that:
 - (1) All TTU academic policies apply to the TTU Center.
 - (2) Participation in all excursions is mandatory.
 - (3) Behavior must be in accordance with the Texas Tech Code of Student Conduct and the rules of the TTU Center.

- c. Upon completion of the program, students participating in Texas Tech Center programs will complete a program evaluation.
- d. Refund Policy
 - (1) For students withdrawing prior to the start of the fall program
 - (a) Up to August 1, students will be responsible for any non-refundable expenditures incurred on their behalf. The non-refundable deposit will be forfeited.
 - (b) After August 1, but before the start of the program, students will be liable for one month's housing if housed with a host family. For other housing, refunds will be based on non-refundable expenditures incurred on behalf of the student. Students will be responsible for any other non-refundable expenditures incurred on their behalf.
 - (2) For students withdrawing prior to the start of the spring program
 - (a) Up to December 1, students will be responsible for any non-refundable expenditures incurred on their behalf. The non-refundable deposit will be forfeited.
 - (b) After December 1, but before the start of the program, students will be liable for one month's housing if housed with a host family. For other housing, refunds will be based on non-refundable expenditures incurred on behalf of the student. Students will be responsible for any other non-refundable expenditures incurred on their behalf.
 - (3) For students withdrawing after the start of the program
 - (a) A student who withdraws or is dismissed after the start of the program will be liable for any expenses incurred on their behalf.
 - (4) Faculty-led
 - (a) Withdrawal policies for faculty-led programs are governed by [OP 34.26](#). Expenses incurred by the Center on behalf of the program must be reimbursed by the program.

12. Safety and Security at a TTU International Center

The Resident Director is responsible for establishing local procedures to address on-site safety and security concerns. These procedures must comply with the general safety and security procedures outlined below.

- a. On-site Security
 - (1) Emergency Action Plan (EAP)
 - (a) All TTU Centers will have an EAP to define procedures to follow in the event of an emergency. A copy of the EAP must be kept on file with the OIA.

- (i) The Resident Director is responsible for establishing the EAP.
 - (ii) At the beginning of each term, the Resident Director and Center staff should conduct an EAP orientation so that faculty and student participants are aware of the procedures.
 - a) The potential crises at the site should be discussed.
 - b) A primary and secondary assembly point should be established.
 - c) Agree where, when, and how to meet and to check in with the Resident Director.
 - d) Designate who will be in charge in the event the Resident Director is not able to reach the meeting point and ensure that person understands the procedures to be followed.
- (2) Access to the Site
- (a) Only the Resident Director, Center staff, and faculty may have complete access to the Center, and each should be issued a set of keys.
 - (b) Student participants should be made aware of the hours that they may have access to the Center.
 - (c) Public access to the Center should be limited, and no person who is not a TTU employee may be granted permanent access to the Center.
- b. Suspension of a TTU International Center Program due to Safety Concerns before Departure from the United States

The decision to suspend a TTU Center program for any period of time can have serious consequences, and it should be considered carefully in view of how the cancellation will affect other TTU programs. The OIA closely monitors the most recent safety information available from the U.S. Department of State and other sources, including insurance providers for the program, and will be able to provide the most timely information if concerns arise.

- (1) The decision to suspend the program temporarily will be made by the PSVP in consultation with the VPIA, the Director of Study Abroad, the Resident Director and the Center Coordinator. The International Affairs Council will also be informed.
- (2) The Director of Study Abroad and the Resident Director will determine whether the situation poses a potential danger to students, faculty, and staff. The Resident Director will gather locally available information, including advice from the U.S. Embassy in the host country, and make an immediate recommendation to the Director of Study Abroad
- (3) The Director of Study Abroad will also call the U.S. State Department's Citizen Emergency Center or the Overseas Security Advisory Council for information and assistance.

- (4) The Director of Study Abroad will contact U.S. offices of other institutions that send students to the affected location to coordinate information and to devise a common action plan. The Director of Study Abroad is responsible for collecting and coordinating all appropriate information and providing informed guidance to the VPIA, as appropriate, for further evaluation and analysis.

c. Suspension or Cancellation of a TTU International Center Program in Progress

The decision to cancel a TTU Center program in progress can have serious consequences, and it should be considered carefully in view of how the cancellation will affect other TTU international programs. The OIA closely monitors the most recent safety information available from the U.S. Department of State and other sources, including insurance providers for the program, and will be able to provide the most timely information if concerns arise.

- (1) The decision to suspend the program temporarily will be made by the PSVP in consultation with the VPIA, the Director of Study Abroad, the Resident Director, and the Center Coordinator. The International Center Advisory Board will also be notified.
- (2) If the emergency constitutes an immediate threat to the safety and security of the group, the Resident Director will take all steps necessary to remove the group from danger as quickly as possible and will advise TTU officials when feasible.
- (3) If the threat is serious but not immediate, the Resident Director will gather locally available information, including advice from the U.S. Embassy in the host country, and make an immediate recommendation to the Director of Study Abroad. If the Resident Director reports that the TTU Center site is too dangerous for TTU faculty, staff, and students to remain, the Director of Study Abroad, in consultation with the VPIA, will call a meeting of the members of the BIT to discuss moving the program to an alternate site within the country or bringing the students and faculty home.
- (4) In the event of less immediate life-threatening situations in which the Director of Study Abroad determines that there is risk to the group, they will assemble the BIT as quickly as possible to begin evaluation of the situation and to implement a response.
- (5) The Director of Study Abroad will also call the U.S. State Department's Citizen Emergency Center or the Overseas Security Advisory Council for information and assistance.
- (6) The Director of Study Abroad will contact U.S. offices of other institutions that have students in the affected location to coordinate information and to devise a common action plan. The Director of Study Abroad will maintain coordination throughout the emergency.
- (7) Once the essential facts have been gathered for non-exigency situations, the Director of Study Abroad will contact the Dean of Students, who will call a meeting of those members of BIT who need to be involved to make a formal recommendation to the provost and senior vice president. The group will consider:
 - (a) Any immediate measures needed to preserve the safety and welfare of students and staff;
 - (b) Additional issues of health, security, academics, financial aid, public relations, and

legal liability;

- (c) The appropriate course of action to be taken overseas (e.g., dealing with initial student panic, recommending appropriate student behaviors, developing a written course of action, having students acknowledge in writing receipt of such direction, etc.);
- (d) Developing and assisting with an appropriate evacuation plan, if necessary, (e.g., considering the safety of various modes and routes of travel, the costs of evacuation and the method of meeting those costs, the possibility of reducing the level of threat by dispersing students in small groups to reconvene later in another locale, available in-country resources, etc.);
- (e) Designating one individual as point-of-contact to assume responsibility for the situation at the home institution;
- (f) Developing a written strategy to be used by all individuals involved (consistency is crucial);
- (g) Preparing a contact list of individuals to be alerted when the entire plan is ready;
- (h) Developing a daily communication plan;
- (i) Coordinating with a TTU media spokesperson;
- (j) Providing appropriate individuals with a daily situation report until the crisis is over; and
- (k) Preparing an “after action” report to assess and document the impact of the event and document all actions taken.

13. Medical and Mental Health Emergency Procedures

- a. Seek appropriate care.
- b. Notify the OIA of the situation, using the 24 Hour Emergency Assistance Line if necessary.
- c. Work with the OIA to maintain contact with the student’s insurance and the local treatment facility. The OIA will coordinate with TTU officials and the student’s emergency contact.
- d. Protect the student’s right to privacy. Share only necessary details on a need-to-know basis.

Sample Proposal for the Establishment of a Texas Tech University International Center

1. This proposal seeks approval to establish a new Texas Tech University Center in:
2. This site was chosen as an ideal location because: (Why choose this country, city, etc.)
3. The types of students who will benefit from attending a program at this Center:
(Which TTU students are you hoping will attend the Center's programs?)
(Will courses be offered that a large percentage of TTU students want or must take?)
4. The target students were chosen because:
(Why do you think these students will want to come to the Center?)
5. The courses that will be offered initially will be:
6. Can courses be offered there that can't be offered at TTU? Why?
7. Other courses that might be successfully offered in the future include:
(Are there other courses from your department that could be taught after some period of time?)
(Are there courses from other departments that would be a "good fit" at this location?)
8. The benefits to teaching these courses at an overseas location are:
(Is there some intrinsic value to being at this Center that is not present on campus or at another TTU Center?)
9. The faculty required to teach these courses would be:
(How many faculty members must be committed to make this work?)
(How will they be paid, housed, etc.)
10. The safety issues at this location are:
(Issues with high crime, less-than-stable government, natural disasters, etc.?)

Appendix 1: Business Plan
Appendix 2: Proposed Student Costs

Attachment 2

MEMORANDUM

From: _____, Vice Provost for International Affairs

Through: _____, Senior Vice Provost

To: _____, Provost and Senior Vice President

Date:

Subject: Designation of Authority for the TTU Center, Seville

1. This is a decision memorandum designating authority for signing contracts and other documents committing funds on behalf of Texas Tech University at the Texas Tech University Center in Seville, Spain.

2. The Resident Director, _____, has sole authority to enter into agreements that commit funds on behalf of Texas Tech until further notice.

3. Provost Decision:

APPROVED: _____ Date: _____

DISAPPROVED: _____ Date: _____

TO DISCUSS: _____ Date: _____

Attachment 3

Host Family Housing Survey for a TTU International Center

Family name:

Date visited:

By whom:

Persons living in the home:

Age

1.

2.

3.

4.

5.

6.

Address:

Neighborhood:

Impressions of neighborhood:

Telephone :

Mobile:

of students family is willing/able to accommodate:

Gender of students:

Accommodations of bedroom:

bed

desk

chair

lamp

Bathroom:

shared

private

Description of house:

Smoking:

Animals:

Observations:

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 must 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: _____

Attachment 5

PLEASE PRINT THIS FORM. IT *MUST* BE SIGNED IN THE PRESENCE OF A NOTARY. RETURN ORIGINAL TO OFFICE TO BE SENT TO TEXAS TECH UNIVERSITY.

Texas Tech University Release and Hold Harmless Agreement

My child, _____, has the opportunity to participate in the **Summer in Sevilla** study abroad program at The Texas Tech University Center in Seville, Spain during the Summer of 2016.

As a Student at The Texas Tech University Center in Seville, Spain, I realize that my child is an ambassador of his/her High School and, therefore, is subject to all rules governing the conduct of student life, as defined in the Student Affairs Handbook, Code of Student. Furthermore, I understand that he/she will be subject to disciplinary action in accordance with these rules.

I hereby give my consent for any medical treatment that may be required during my child’s participation in the program with the understanding that the cost of any such treatment will be my responsibility. I further give my consent for the release of any health information that may be necessary to facilitate such medical treatment.

I understand that my child will be traveling during the program by plane, train, hired bus, and other modes of transportation that may or may not be owned by or under the control of Texas Tech University. As a participant, I voluntarily choose to allow my child to travel by these conveyances. I am aware of the dangers associated with such travel, including the possibility of injury and even death. I understand that the choice of transportation during this course of study is voluntary, and I affirm my desire to allow my child to travel as outlined above.

I recognize and understand that the possibility of political unrest exists on any occasion in which there is travel to or from a location outside of the United States. I am aware of the dangers of such political unrest, and understand that my choice to allow my child to travel abroad is voluntary on my part, and I affirm my desire to do so.

I agree to assume full responsibility for my child’s safety and the safety of my child’s property at all times, including the time that my child is in transit to and from the program site. I understand that my child may sometimes be traveling in areas having higher than average rates for crime, especially theft of property. I further agree to assume full responsibility for my child’s safety and the safety of my child’s property at all times while participating in this activity.

In consideration of my child being allowed to participate in the program and the above mentioned activities, I, the undersigned, do hereby release, indemnify, and hold harmless Texas Tech University, the Texas Tech University system, its Board of Regents, all university and system officers, agents, and employees, and the Office of International Affairs, from any and all liability claims, demands, and actions whatsoever arising out of or related to any loss, damage, or injury, including death, which may be sustained by my child or to any property belonging to my child. The terms hereof shall also serve as a release and an assumption of risk for my heirs, executor and administrator, and for all members of my family, and may be pleaded as a bar to litigation. Jurisdiction and venue over all matters related to the program and/or this release shall lie exclusively in Lubbock, Lubbock County, Texas.

I have read this Release and Hold Harmless Agreement and understand and voluntarily accept the terms.

Student’s Name (PLEASE PRINT)

Parent’s Name and Signature

THE STATE OF TEXAS COUNTY OF _____

SUBSCRIBED AND SWORN TO BEFORE ME by the said

on this the _____ day of _____, 20____.

NOTARYPUBLIC in and for the state of Texas

□

□

Resources for Helping Students with Re-Entry

The following list of sources may help Resident Directors guide students in the re-entry process.

What's Up With Culture: On-line Cultural Training Resource for Study Abroad:
<https://www2.pacific.edu/sis/culture/>

Culture Matters: The Peace Corps Online Cross-Cultural Workbook:
https://files.peacecorps.gov/multimedia/pdf/library/T0087_culturematters.pdf

The Center for Global Education's Study Abroad Student Handbook: Reverse Culture Shock.
<http://studentsabroad.com/handbook/reverse-culture-shock.php?country=General>

Studyabroad.com's Life After Study Abroad:
<https://www.studyabroad.com/resources/life-after-study-abroad>

Books, Articles and DVDs

Austin, Clyde. Cross-Cultural Re-entry: A Book of Readings. Abilene, Texas: Abilene Christian University Press, 1986.

Blak, Stewart, and Hal Gregersen. So You're Coming Home: The Social Dynamics of Coming Home. San Diego, CA: Global Business Publishers, 1999.

Bruce, A. Culture Shock at Home: Understanding Your Own Change - The Experience of Return. Transitions Abroad. January/February, 1997, p. 79-80. <http://www.transitionsabroad.com>.

CET Academic Programs. Journeying Home: Perspectives on study abroad and reverse culture shock (DVD). Washington D.C.: 2003. CET Academic Programs: <http://cetacademicprograms.com/>.

Citron, James. Short-Term Study Abroad: Integration, Third Culture Formation, and Reentry. NAFSA: Association of International Educators. <http://www.nafsa.org>.

Citron, Jim and Vija Mendelson. Coming Home: Relationships, Roots, and Unpacking. http://www.transitionsabroad.com/publications/magazine/0507/coming_home_...

Cornes, Alan. Culture from the Inside Out Travel and Meet Yourself. Yarmouth, Maine: Intercultural Press, 2004.

Hess, J. Daniel. Studying Abroad/Learning Abroad: An Abridged Edition of the Whole World Guide to Culture Learning. Yarmouth, Maine: Intercultural Press, 1997.

Hogan, John T. Culture-Shock and Reverse-Culture Shock: Implications for Juniors Abroad and Seniors at Home. Paper presented at the Annual Convention of the American College Personnel Association (Houston, TX, March 13-16, 1983).

Howell, Leah. *Coming Home: Sustaining the Experiences of Studying Abroad. The Vermont Connection.* 1999.

Kauffman, Norman L., Martin, Judith N., and Weaver, Henry D. *Students Abroad: Strangers at Home.* Yarmouth, Maine: Intercultural Press, 1992.

Kepets, Dawn. *Back in the USA: Reflecting on Your Study Abroad Experience and Putting it to Work.* NAFSA: Association of International Educators, 1995. <http://www.nafsa.org>.

Knell, Marion. *Burn-up or Splash Down.* Tyrone, GA: Authentic Publishing, 2006.

Kohls, L. Robert. *Survival Kit for Overseas Living.* Yarmouth, Maine: Intercultural Press, 1996.

Martin, Judith N. *Patterns of Communication in Three Types of Reentry Relationships: An Exploratory Study.* *Western Journal of Speech Communication.* v50 n2 Spring 1986, p.183-99.

Paige, R. Michael, Andrew D. Cohen, Barbara Kappler, Julie C. Chi and James P. Lassegard. *Maximizing Study Abroad: A Student's Guide to Strategies for Language and Culture Learning and Use.* Minneapolis, Minnesota: University of Minnesota, 2002.

Pollock, David C., and Ruth E. Van Reken. *Third Culture Kids: Growing up Among Worlds, Revised Edition.* Boston: Nicholas Brealey Publishing, 2009.

Raban, Jonathan. *Foreign Land: A Novel.* London: Vintage Books, 2001.

Raschio, R.A. *College Students' Perceptions of Reverse Culture Shock and Reentry Adjustments.* *Journal of College Student Development.* 1987, p. 156-162.

Rohrlich, Beulah F. *There and Back Again: A Guide for Coping with Reentry.* Syracuse, NY: Syracuse University, 1986.

Storti, Craig. *The Art of Coming Home.* Yarmouth, Maine: Intercultural Press, 1997.

Storti, Craig. *The Art of Crossing Cultures.* Yarmouth, Maine: Intercultural Press, 1990.

Summerfield, Ellen. *Survival Kit for Multicultural Living.* Yarmouth, Maine: Intercultural Press, 1997.

Uchara, A. *The Nature of American Student Reentry Adjustment and Perception of the Sojourn Experience.* *International Journal of Intercultural Relations.* 10, 1986, p. 415-438.

Woody, Stacey. *Programming for Reentry: Issues and Solutions for Study Abroad Returnees.* *Transitions Abroad.* Mar/Apr 1998, p. 107-108. <http://www.transitionsabroad.com>.

Writing about your study abroad experience

<http://www.abroadviewmagazine.com>

<http://www.transitionsabroad.com>