



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 34.27: TTU International Centers**

**DATE:** July 8, 2022

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to enable more students to participate in TTU international center programs by ensuring that those programs are:

1. Student-centered;
2. In conformity with standards of safety and responsibility in study abroad as established by recognized international education professional organizations (e.g., NAFSA: Association of International Educators; the Forum on Education Abroad); Diversity Abroad; the Texas Higher Education Coordinating Board, the Texas Administrative Code, and TTU operating policies and procedures; and
3. Operated by all TTU academic units in a manner that meets certain operation and program standards.

**REVIEW:** This OP will be reviewed in December of odd-numbered years by the Director of Study Abroad who will coordinate revisions within the Office of International Affairs (OIA), with the Vice Chancellor and General Counsel, the Vice Provost for Administrative Affairs, and the International Affairs Council. The *Handbook for TTU International Centers* referenced throughout this OP will be drafted by the Study Abroad Office and cleared by the International Affairs Council.

#### **POLICY/PROCEDURES**

##### **1. Establishing New TTU International Centers**

- a. A TTU international center is a site where TTU has a continuous presence. It is the focus of Texas Tech academic activity in the country/region where it is established to serve the academic needs of Texas Tech University students and faculty. A language component with the host country language is an integral part of a TTU international center.
- b. Proposals to establish a TTU international center should be coordinated with the Director of Study Abroad and presented to the International Affairs Council (see section 7) for review. With the concurrence of the Vice Provost for International Affairs (VPIA), the proposal will be presented to the Provost and Senior Vice President (PSVP) for final approval. If approved, the OIA and the appropriate faculty member(s) and/or department(s) will work together to develop and implement the program as specified in this OP and in the *Handbook for TTU International Centers*.

- c. Proposals must ensure that the center complies with all legal and other requirements for operating in the host country. 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 the *Handbook for TTU International Centers*.

## **2. Closing a Texas Tech International Center**

The International Affairs Council (see section 7), in consultation with the appropriate academic unit(s), the Director of Study Abroad, and the VPIA, will monitor the viability of international centers and may recommend closure if deemed necessary. Detailed procedures for closing a center are found in the *Handbook for TTU International Centers*.

## **3. The TTU International Center Resident Director**

- a. The TTU center resident director's role is multifaceted. Details of the role may be found in the *Handbook for TTU International Centers*. Resident directors are expected to have legal status in the country where the center operates and be physically present at the center whenever programs are in session. No resident director may have any financial involvement with any party providing goods or services to a TTU center. Unless otherwise authorized, the resident director is responsible for their housing and living expenses; student monies may not be used to cover these expenses.
- b. The TTU center resident director is responsible for the programs conducted at the center. Basic responsibilities include, but are not limited to, planning all program components (housing, excursions, and orientation), counseling and discipline, fiscal responsibility for the center, and maintaining close relations with the TTU campus in Lubbock.
- c. The center resident director is supervised by the VPIA to assure compliance with university-wide policies, procedures, and objectives.

## **4. Other TTU International Center Staff**

- a. The staff at a TTU international center has a multifaceted role. Permanent staff members are expected to have legal status in the country where the center operates and be physically present at the center whenever programs are in session. No staff member may have any financial involvement with any party providing goods or services to a TTU center. Unless otherwise authorized, the staff member is responsible for housing and living expenses; student monies may not be used to cover these expenses. Subject to local laws, staff may choose insurance coverage through Texas Tech or local coverage, but they may not be compensated by Texas Tech for both.
- b. The TTU center staff are responsible for assisting with the programs conducted at the center as directed by the center resident director.
- c. The TTU center staff are supervised by the TTU center resident director to assure compliance with university-wide policies, procedures, and objectives.

## 5. TTU International Center Coordinators

Texas Tech center coordinators in the OIA are supervised by the Director of Study Abroad and evaluated by their direct supervisor with input from the resident director of the appropriate TTU center. Coordinator responsibilities are detailed in the *Handbook for TTU International Centers*.

## 6. The Office of International Affairs

The OIA responsibilities include, but are not limited to, working with colleges/departments to establish new TTU international centers, maintaining fiscal oversight of the centers, overseeing the center coordinators, and providing support for the staff and students of the centers. Details are outlined in the *Handbook for TTU International Centers*.

## 7. TTU International Affairs Council

The Texas Tech University International Affairs Council (IAC) shall serve as an advisory board for TTU's international campuses and centers by functioning as the conduit between the OIA 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

- a. Academic programs at a TTU international center will be semester-long programs, short-term programs, or faculty-led programs. Either the resident director or designee approved by the resident director's supervisor must be on site for all programs to provide logistical and administrative support. Details about such support may be found in the *Handbook for TTU International Centers*.
- b. Academic programs from other institutions for which a TTU international center provides logistical support may be semester-long or short-term programs. All support will be clearly delineated in a contract between the TTU center and other institution, to be approved by TTU Purchasing and Contracting. See the Handbook for details.

## 9. Financial Procedures at TTU International Centers

- a. Fiscal oversight for the TTU international centers rests with the OIA. 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 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 one year of operating expenses and will be maintained in the operations FOP.
- b. All TTU international centers will have TTU FOPs that correspond to 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 operations and faculty-led programs. Details for the structure and functioning of these accounts may be found in the *Handbook for TTU International Centers*.

- c. Contracts for the leasing and maintenance of space for a TTU center must be processed by the 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**

Texas Tech faculty are encouraged to teach at a TTU international center. Faculty-led programs should follow the OP for faculty-led study abroad programs ([OP 34.26, Faculty-Led Study Abroad Programs](#)). The center coordinator and the faculty-led program manager will assist faculty in planning their program(s). The *Handbook for TTU International Centers* details faculty and coordinator responsibilities.

## **11. TTU Student Participation at TTU International Centers**

In order to participate in a TTU center program, students must meet TTU study abroad eligibility requirements (see [OP 34.20, Study Abroad Programs](#)). Prior to departure, students participating in TTU center programs must attend pre-departure orientation and complete all requirements as established by the Study Abroad Office in the OIA. During the program, student behavior must conform to the TTU *Code of Student Conduct* and local law and custom. Details of student responsibilities are outlined in the *Handbook for TTU International Centers*. Students who do not conform to those policies may be removed from the program and the center with loss of academic credits and the fees they paid.

## **12. Safety and Security at a TTU International Center**

- a. The resident director is responsible for establishing local procedures to address on-site safety and security concerns. These procedures include, but are not limited to, creating an emergency action plan and establishing who has access to the center.
- b. See [OP 34.20, Study Abroad Programs](#), for procedures regarding the decision to suspend a TTU international center program for safety/security concerns.

## **13. Medical, Mental Health, and Safety Emergency Procedures**

- a. See [OP 34.20, Study Abroad Programs](#), for emergency procedures.
- b. All students participating in TTU international center programs will be covered by health, accident, emergency evacuation, and repatriation insurance. See the Handbook for details.
- c. Medical, mental health, and safety emergencies occurring at a TTU center must be dealt with promptly and compassionately. Appropriate care and the necessary legal reporting should be undertaken immediately. Emergency procedures are found in [OP 34.20, Study Abroad Programs](#).

[Attachment: Handbook for TTU International Centers](#)