Faculty Handbook for Developing and Directing Study Abroad Programs

Third Edition (Fall 2013)

Study Abroad | International Office

The University of Texas at Austin
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INTRODUCTION
A NOTE TO FACULTY DIRECTORS

Thank you for choosing to commit your time and energy to providing a quality study abroad experience to UT Austin students. One of the primary goals of the International Office (IO) is to make international learning experiences available to every UT Austin student. Students who might not otherwise have the opportunity to study abroad are able to experience learning and living in an international setting through faculty-led programming. These opportunities would not be possible without your dedication and efforts as a faculty director.

Your decision to lead a UT Austin study abroad program will give you the opportunity to reach students in a new and different way. You will likely be spending much more time with your students, both in and out of class, and you will serve not only as their instructor, but also as an advisor, mentor, cultural liaison, disciplinarian, and a myriad of other roles during your time abroad. The role of faculty director requires a great deal of time and commitment, but the rewards are well worth the effort.

This handbook is designed to prepare you for this responsibility and provide you with the information you will need to develop and implement a successful program abroad. It is intended to guide both first-time and more experienced faculty directors through the process, from preparing the proposal to returning home after the program. The IO will be your partner throughout your time as a faculty director, and this handbook will help you learn more about the resources available to you through our office.

All faculty directors, including those who have previous experience leading programs, should take this handbook abroad to use on site.

The success of UT Austin faculty-led study abroad programs reflects the initiative and hard work of the faculty directors. We appreciate your commitment to continuing this tradition and look forward to working with you.

We wish you a safe and rewarding experience abroad with your students.

Study Abroad Staff | The International Office
The University of Texas at Austin

SPECIAL THANKS: We would like to thank Michigan State University and Washington State University for their permission to adapt portions of their faculty handbooks for inclusion in this publication.
PROPOSING A PROGRAM

PROGRAM TYPES

Study Abroad provides support for two main categories of faculty-led programs: Maymester Abroad and Summer Session Abroad. A new model for semester-length faculty-led programs is in development called Semester Plus; it includes a three-week faculty-led course coupled with a semester exchange program; please contact the IO if you are interested in our assistance for such a program. Due to resource limitations, we are not able to offer logistical support for other types of programs at this time.

Maymester Abroad courses are four-week, three- or four-credit hour courses taught by UT Austin faculty members at international locations. They must begin prior to the start of first summer session and conclude before second summer session begins. Students apply to the Maymester in the beginning of the fall semester, enroll in the Maymester Abroad course during registration for the spring semester, and then take the course during the designated Maymester time period. Faculty directors may also elect to teach a one-credit International Learning Seminar (xxx 119) course on campus during the spring semester in conjunction with a three-credit Maymester course abroad.

Summer Session Abroad courses may be offered in first, second or whole summer session. Each session must be a minimum of six weeks long and offer students a minimum of six hours of credit. According to the Texas Higher Education Coordinating Board, programs of any length can offer students no more than one semester credit per week of instruction. The number of courses per program may vary. For example, a six-week program may offer a single six-hour course, or it may offer two three-hour courses. In order for students to be eligible to receive financial aid in the summer, they must be registered for a minimum of 6 credit hours (undergraduate) or 3 credit hours (graduate).

THECB requirement (Rule 4.5 Common Calendar, d)

(d) The summer session shall be considered an integral part of the college year and maximum use should be made of the summer session. Each of the two summer terms shall include no less than 5 1/2 calendar weeks, including registration, instructions, and final examinations. Colleges may register students for a six semester credit hour load for each 5 1/2-week summer term. Colleges and universities may schedule summer terms longer or shorter than 5 1/2 weeks, but the amount of credit students are allowed to enroll for must be proportional.
UT Semester Plus Programs are semester-length customized programs identified by the words “UT in [city].” Designed for a specific major, this faculty-led/exchange hybrid model offers a three-week faculty-led course followed by a semester-length exchange. The students also take an on-line International Learning Seminar taught by the director of study abroad where they learn crucial skills for the global marketplace, including enhancing their ability to live and study in a cross-cultural environment. Host institutions are selected based on a combination of the number of pre-evaluated course equivalencies, incoming exchange student capacity and infrastructure, and a compatible calendar. The logistical aspects are coordinated by a member of the Program Development team while student advising and acceptance is handled by a member of the Advising Team.

MULTI-YEAR PROGRAM APPROVALS

The IO supports programs for a consecutive three-year cycle (e.g. 2015, 2016, and 2017) or in alternating years (e.g. 2015 and 2017). Faculty directors are not required to apply annually for IO support. This approach is intended to maximize the investment of faculty and staff in the development of programs and assist students in their long-term academic planning.

The commitment to offer a program for multiple years requires additional attention on the part of departments and colleges to longer-term internationalization priorities. Approvals commit parties on each side to offer the same course(s) in the same location for a three year cycle, although the faculty director may change for year two and year three by submitting a simple Addendum form signed by the Department Chair and Dean. The Addendum is due in March, approximately 14 months prior to the program commencement. At the conclusion of each program cycle, the faculty director and IO staff will review student feedback, the faculty director’s evaluation of the program, and any other matters that may require adjustments in planning for the next program. While it is possible that circumstances may prevent a program from being offered a second or third time, faculty directors should apply with the understanding that the program will continue to be offered for the duration of the approval period.

WHY STUDENTS CHOOSE FACULTY-LED PROGRAMS

When considering a proposal for a faculty-led program, it is helpful to keep in mind why some students choose this type of program. Students who decide to participate in a faculty-led program are likely to do so for one or more of the following reasons:
• *The desire to go abroad with a UT faculty member.* The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure and whom they view as a representative of the University abroad.

• *Interest in a particular course.* The assurance that credit for an exact course will be received abroad is a particularly attractive feature of UT faculty-led programs.

• *The appeal of a UT-sponsored program.* In uncertain times, some students prefer things that feel safe and familiar, like UT. Also, going on a UT program can be comforting for parents and students alike because they are assured the same quality teaching experience the student would have received in Austin and the support of the IO throughout the program cycle.

• *The appeal of a program that is pre-planned.* Many students want the independence of being abroad but may find an independent immersion experience daunting. The current US student culture increasingly leads to student selection of highly structured programs.

**PROGRAM APPROVAL PROCESS**

A successful proposal starts long before the submission deadline for these programs. This handbook is intended to clarify the elements of a strong proposal as much as possible, but it cannot replace the valuable guidance provided by IO staff. For new proposals, faculty members are encouraged to contact IO staff early in the fall prior to the application deadline with a draft proposal for review and feedback. An instructional workshop for first-time proposals is offered in September, and attendance is highly recommended. Application forms and instructions for Maymester and Summer Session Abroad programs are available in the “Faculty” section of the Study Abroad website.

Preparing and submitting the proposal (for both new and repeat programs):

1. Schedule an individual appointment to discuss the proposal with the IO program coordinator assigned to work with your college or school.

2. Consult with academic advisors and course schedulers for compatibility of proposed course with departmental and college curriculum, as well as for any cross-listing possibilities. Ideally, proposed courses will satisfy major, minor, or core curriculum requirements.

3. Consult with your department chair to seek support and obtain signature.
4. Submit the original proposal packet, with the endorsement of the department chair, to the IO by the applicable deadline and e-mail an electronic copy of the entire proposal to studyabroadoffice@austin.utexas.edu.

A complete proposal packet consists of the following:

1. Application form, complete with signature of the department chair.

2. Course description and syllabus for each course proposed. UT courses abroad must follow the UT syllabus requirements set forth by the University’s policy for providing and posting course syllabi. The policy can be found in the Appendix.

3. The proposal itself, which describes many aspects of the proposed program, including its connection to the proposed location, significance to the department/college, appeal to students, and the faculty member’s relevant experience (required questions and further details are included in the application).

4. Teaching evaluation summaries for the past two calendar years. Repeat programs must include the summary for the prior year’s study abroad program. Summaries are available at https://utdirect.utexas.edu/ctl/ecis/admin

Following the application deadline, proposals are distributed to Deans who submit their feedback regarding the proposed programs’ alignment with their college or school’s priorities for study abroad. Once the Dean has endorsed the proposals, they are distributed to the members of the faculty selection committee, which consists of faculty from various departments across campus. Committee members read and assess the relative merits of each proposal prior to the committee meeting. Committee members make recommendations based on the location, the course(s), as well as the proposed faculty director.
Questions central to the review process include the following:

A. Program design:

1. Can the program be implemented safely and successfully?

2. Can the program attain an enrollment of 15-20 students? (a minimum of 12 students for new programs)

3. Can the program be implemented for a reasonable cost that is not prohibitive for students?

4. Is the program appropriate for students with any level of international experience, including first-time travelers?

5. Are the content and delivery of the course(s) enhanced by the international location?

6. Do proposed excursions or field trips have academic relevance to the course?

7. For repeat programs, have past programs resulted in favorable evaluations by the students, faculty, and staff involved, and have any adjustments been made as a result of prior feedback?

8. Is the program as proposed viable, or would it require significant revision to implement effectively?
B. Faculty expertise:

1. Does the person proposing have a full-time faculty appointment with UT Austin and intend to lead the program the first year of the three year cycle? *UT courses abroad must be directly facilitated by a person holding a UT faculty title (e.g. Specialist, Lecturer, Instructor, Assistant Professor, Associate Professor, Clinical Professor, Professor, etc.). Faculty-led programs cannot be directed by a graduate student with a title of Assistant Instructor nor can the alternate faculty be an Assistant Instructor. Note: Summer programs offering two UT courses, could employ an Assistant Instructor to teach the second course, when a full-time UT faculty is responsible for the primary course.*

2. How familiar is the faculty member with the proposed international location? (e.g. professional connections, experience visiting/living/working there, language abilities, etc.)

3. Has the faculty member successfully taught the proposed course or a similar course at either UT Austin or an international course location?

4. Is the faculty member available to recruit and orient students during key periods throughout the fall and spring semester preceding the program?

5. Is the syllabus complete and does it reflect a course that offers an academic experience that meets UT standards?

6. Do UT CIS evaluations of the faculty director reflect favorable results?

C. Contribution to international education at UT:

1. How does the program further college and/or cross-college goals for internationalization? (e.g. college/school ranking of program in relation to others submitted for IO support, college/school’s ability to fund the faculty director salary as well as the T.A. salary/stipend, if applicable)
2. Will the course contribute to a balanced set of offerings, including opportunities for students in different fields of study, different undergraduate classifications, as well as a variety of geographic regions?

3. Will the course contribute to a study abroad population that reflects the diversity of the student body on campus, including racial/ethnic groups, socio-economic classifications (e.g. first-generation college students) as well as distribution of majors in the various academic departments or colleges?

4. Does the program fill a need that is not filled by other study abroad programs? (e.g. affiliates, exchanges, existing faculty-led programs)

The committee submits their recommendations to the Vice Provost for International Programs, who in turn approves the portfolio of programs to be administered by the IO. The faculty member, department chair and dean receive e-mail notifications of program selection status per the timelines found in the Appendix.

ELEMENTS OF A STRONG PROPOSAL

A number of factors go into the creation of a strong proposal, regardless of the student audience or type of program. The categories below provide a broad overview of the elements the IO and the selection committee seek in strong proposals.

*Academic integrity:* UT courses delivered overseas must adhere to the same high standards of content, delivery, and assessment as courses taught on campus. Courses abroad should take advantage of the program locale and enable students to connect with unique aspects of the foreign culture and society of the nation or region. Proposed excursions or field trips must have academic relevance to the course. Enhancing the academic experience of student participants is the primary purpose of these programs; therefore, faculty research should take place only in programs where students participate in and contribute to the research project.

A faculty committee reviews the syllabi as part of the proposal process to ensure UT academic standards are met. The syllabi should be complete, as described in the University's policy on providing and posting course syllabi (see Appendix).
Fiscal and budgetary responsibility: Cost is one of the top two barriers to study abroad for UT students, along with difficulty obtaining academic credit that is directly applicable to the degree plan. Because faculty-led programs address both of these barriers, they are uniquely positioned to increase student access to study abroad, as long as the program fee itself is not prohibitive for students. Because all Study Abroad-administered programs aim to provide the highest quality program at the most conservative cost, potential program costs are considered during the review process. For more information on cost considerations, please see the Approved Programs section of this handbook.

Prospective students: Faculty-led programs are intended to provide greater access to study abroad opportunities for UT students. Ideally, a broad offering of faculty-led programs will increase the mix of students studying abroad to the point that it reflects the diversity of the student body on campus, including racial/ethnic groups, specific socio-economic groups (e.g. first-generation college students) and departments or colleges that have historically been underrepresented in study abroad. Maymesters in particular have been instrumental in increasing the percentage of study abroad students from these underrepresented groups. Faculty-led programs provide a needed option for students in certain majors, with limited time or finances available for study abroad, or who feel most comfortable traveling with a UT faculty member. Study Abroad-administered programs are designed primarily for undergraduate students, although graduate students are permitted to participate in some programs.

Likelihood of success: A successful proposal includes not only the elements above, but also several factors that make it likely for the program to recruit the minimum number of student participants necessary to run. Elements the review committee considers in assessing the likelihood of success of a program include: relevance of the academic topic; an adequate pool of students upon which to draw; reasonable cost to implement the program; and a clear vision of the program itself (how the location connects to course content and can best be utilized to maximize students' experiences abroad). For repeat programs, past students’ program evaluations and course instructor surveys are also considered.

Safety and security: The safety and security of students, faculty and staff is of primary importance in developing and administering programs abroad. The University of Texas at Austin supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. The University is committed to the safety and well-being of its students, faculty and staff when they participate in these activities and realizes that some areas of the world present heightened health and safety risks. In particular, countries that have US Department of State Travel Warnings or an International SOS security rating of medium or higher have been identified as regions that require special efforts to mitigate risk and, when necessary, call for the avoidance of travel altogether.

The University of Texas System requires all travel to countries with US Department of State Travel Warnings to be reviewed and approved by the University’s International Oversight Committee (IOC). This policy outlines the procedures that all students, faculty and staff must follow to ensure their international travel complies with the UT System directive. These procedures are in addition to all other requirements for travel set forth by the traveler's
department/unit. This policy should be followed by UT faculty and staff traveling internationally with or without University funding to conduct University business within one's capacity as a student, faculty or staff member, such as participation in research, conferences or teaching endeavors.

The IOC maintains a Restricted Regions List indicating locations worldwide where approval is required for student, faculty and staff travel. No student, faculty or staff can be required to travel to a location on the Restricted Regions List. This list may include, but is not limited to, all countries with a current Travel Warning issued by the US Department of State.

The IOC has the authority to determine what countries are on the Restricted Region List, including or excluding specific locations, as warranted. Locations are chosen based on careful examination of the most current US Department of State Travel Warning and in consultation with International SOS (UT's emergency assistance provider) and other international security and health experts.

The list is monitored regularly and updated by the IOC whenever specific conditions warrant. The IOC reviews the complete Restricted Region List twice per long semester. Locations on the list are evaluated for risk and assigned to a category as described below.

- **Category 1** designates regions of **extreme risk**. Travel to these areas is extremely limited due to the acute risk associated with health, safety, and security.
- **Category 2** designates regions of **high risk**. Travel to these areas remains very restricted.
- **Category 3** designates regions of **variable risk**. Limited travel will be allowed to these areas.
- **Category 4 - Variable Risk**: All international locations where part of that country has an International SOS travel risk rating of High or Extreme, yet there is no U.S. Department of State Travel Warning.

Note: Category 4 does not apply to faculty/staff travel.

University approval is required for all students, faculty and staff proposing travel to a Restricted Region. Approval may be granted by requesting travel authorization and meeting all requirements set forth by the IOC.

UT reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the UT Travel Policy.
STUDY ABROAD SUPPORT FOR APPROVED PROGRAMS
UT faculty can direct programs administered by Study Abroad or programs offered by UT
departments and with minimal SA support. There are several differences between programs
approved as Study Abroad-administered programs and those offered through UT academic
departments.

For SA-administered programs, Study Abroad staff provide support throughout the program
cycle, from pre-departure through the post-program stages. Support includes budgeting,
arranging program logistics, negotiating contracts, student advising, collecting and tracking
application materials, collecting fees and paying vendors abroad, submitting student financial
aid budgets to the Office of Student Financial Services, collecting and tracking pre-departure
forms for UT as well as vendors abroad, supporting health and safety preparation, and
transferring credit back to UT (when applicable). For further details on the role of the Stud
Abroad program coordinator in faculty-led programs, please see the Roles and Responsibilities
document in the Appendix.

In recent years, increasing interest from faculty, departments, and colleges in offering faculty-
led programs has created a greater demand for Study Abroad services than we are able to
provide. Because of this, the current selection process is competitive and a number of programs
with merit may be denied approval simply because of insufficient staff resources to support
them.

Should this occur, it is still possible to offer the program if sufficient support exists within the
department or college to do so, and limited support may be available from the IO. The following
support is available for programs run through UT academic departments:

- The IO provides access to an online application and post-application system (the MyIO
portal) for all faculty-led programs at UT. Programs are included in the Study Abroad
program search on the website.

- Study Abroad facilitates enrollment in overseas insurance.

- Study Abroad staff submits financial aid budgets to the Office of Student Financial
Services for participants with financial aid.
• When needed, Study Abroad processes academic credit for participants upon receipt of transcripts from abroad.

• In addition, all UT students and faculty traveling abroad have access to the emergency services provided by International SOS, which is described in the “Emergency Preparation and Protocols” section of this handbook.
DEVELOPING AN APPROVED PROGRAM

ROLES AND RESPONSIBILITIES
Development of successful faculty-led programs relies on collaboration between several parties, including the faculty director, the Study Abroad program coordinator and other IO staff, colleagues in the proposing department and/or college, and program partners abroad. The descriptions below provide a brief overview of each partner’s respective role. For a more comprehensive list of expectations for each party, please refer to the Roles and Responsibilities document in the Appendix.

The Study Abroad program coordinator and other IO staff develop and manage the logistical arrangements for the program throughout the program cycle. The program coordinator is generally the primary liaison between UT and the on-site partner(s) and collaborates with the faculty director to make arrangements with those partners on the program’s behalf. Other responsibilities include management of the program budget, billing, and financial transactions; selecting on-site partners; support of program promotion and recruitment efforts; student advising and pre-departure orientation programming; emergency support while students and faculty are abroad; and post-program evaluation. The IO also provides guidance on risk factors, health and safety abroad, and the established best practices in the field of international education.

The faculty director leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course at UT (syllabus development, textbook selection, grading, evaluations, etc.), the responsibilities of the faculty director include the program proposal; selection of academically relevant excursions, field trips, guest lecturers, etc.; active participation in program promotion and recruitment; reviewing applications and selecting participants; and leading pre-departure activities, which may include orientation meetings and/or teaching a one-credit preparatory seminar. While abroad, in addition to teaching the course and attending all program-sponsored activities, the faculty director serves as a point of contact for students in need of academic, cultural, and/or personal guidance, both on a scheduled and emergency basis.

The college/school and department are responsible for approval of the program proposal, faculty salary, appointments and salary for teaching assistants or student associates (if applicable), academic advising and registration, and course scheduling. The department is often also involved in program promotion, student recruitment, and application review.

The on-site program partners may be academic institutions, third-party study abroad providers, residence halls, travel agencies, or other third-party vendors. Depending on the
structure of a particular program, on-site partners may help create the program itinerary; arrange housing, classroom space, transportation, and/or excursions; provide on-site cultural and city orientation; lead excursions and field trips; and serve as an on-site contact for non-academic student issues, including emergencies.

The International Oversight Committee (IOC), appointed by the president, has been established to develop guidelines and formulate policies to maintain the health and safety of UT students, faculty and staff that study or conduct research and/or business internationally. The IOC is chaired by the vice provost for international programs and reports to the provost. Committee members consist of representatives from across campus, including academic leaders, faculty members and international travel and risk specialists. The committee meets each semester as required to review and discuss policies.

In particular, the IOC is charged with assessing levels of risk inherent in countries or regions for which there are significant health or safety concerns and where University-related programs and travel are occurring or proposed. The IOC is dedicated to preserving academic freedom and the University's robust research agenda, while ensuring the safety of the University's students, faculty and staff. Therefore, it is in consultation with international scholars across campus and experts in the field of international risk and safety that the IOC addresses University travel to high risk areas.

The international risk analyst is UT’s first responder for student emergencies abroad, carrying the 24/7 Emergency Phone at all times. The international risk analyst reports directly to the vice provost for international programs, serves on the IOC, and communicates regularly with offices such as Legal Affairs, the Dean of Students, University Health Services, Travel Management, and the IO. He or she is responsible for consulting with International SOS security experts, resident faculty experts, as well as other outside authorities (including the State Department) in order to assess travel risks and respond appropriately to incidents abroad.

**THE PROGRAM CYCLE**

**Timelines**

To help keep all of us on the same page regarding the different tasks that must be completed, detailed timelines for Maymester and Summer Session Abroad programs are included in the Appendix. Program coordinators use these timelines to keep programs on track and it will help you and the staff supporting your program to use these timelines as a reference tool. Please refer also to the Roles and Responsibilities document, included in the Appendix, to help define the specific tasks of each person throughout the program cycle.

*A program’s success depends on close adherence to these timelines. Please note that undue delay in the completion of any step in this process can jeopardize the effective coordination of a program.*

**Program Stages**

As the previous information demonstrates, many steps go into the development and administration of a faculty-led program. The focus shifts with the stages of the program cycle, as
described below. If you are running a repeat program or intend to reapply, you will be focusing on two parts of the cycle at once, which can be confusing.

**Recruitment**

In this period of the program cycle, faculty, staff and program alumni are working collectively to attract students to the upcoming program. A successful recruitment stage means that information about the program has reached a broad audience of students in a variety of venues across campus (classes, student organizations, dorms, the student union, etc.).

**Acceptance**

The acceptance stage begins with the students' completed application and concludes with the student's registration in the course. Program coordinators and academic advisors guide the student through this stage. It is important for faculty directors to be familiar with the application format and MyIO portal.

**Pre-departure and Retention**

Students have many responsibilities during the pre-departure stage. It is important that the faculty and administrators working on the program understand the requirements being placed on the students. All students will attend pre-departure meetings, submit university-required forms online through the MyIO portal, and complete additional documents for program providers and on-site coordinators. Faculty directors are encouraged to address and report misconduct during this period in order to prevent further incidents abroad.

From the point of acceptance to the day the student gets on the airplane to go abroad, all parties involved must be concerned with retention, since students can withdraw from the program at any time. Focused efforts to keep the student interested and engaged in the program are key to a program’s overall success.

**Abroad**

The abroad stage spans the official dates of the program. Student development throughout this stage is ongoing, and Study Abroad program coordinators work with faculty directors to help them understand their students’ needs throughout their time abroad.


Re-entry

This stage can be especially challenging, as students and faculty often return from abroad at varying times. Likewise, everyone is eager to reestablish connections and prepare for the upcoming semester at UT. However, this stage can be the most critical for the student because reverse culture shock is possible even after a short program and can have an adverse effect on a student’s positive experience abroad. Faculty directors may suggest students attend international events or volunteer opportunities to help students build on their newly acquired global perspective. Facilitated support that helps the students integrate their experience abroad into their current life and future goals is perhaps one of the most valuable components of a faculty-led program.

BUDGETING & LOGISTICAL ARRANGEMENTS

Students: the Financial Reality of Study Abroad

Part of the IO’s goal in supporting faculty-led programs is to provide access to study abroad opportunities for all students who are interested in and eligible to participate. Across the nation and at UT, one of the top barriers to student participation in study abroad is cost. For several reasons, faculty-led programs appeal to a population of students who otherwise might not consider studying abroad. In order to minimize the financial barriers for our students, we emphasize the importance of containing student costs in the development of program budgets. Below are some factors to consider when developing your program:

1. Does the significance of the proposed program location justify the cost?

When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, and cost and ease of transportation, housing, etc. Study Abroad program coordinators can advise you on the logistical aspects of particular locations.

2. Do the proposed excursions further the academic goals of the program?

“Tourist” excursions may be costly; if they are not strongly tied to your academic goals, consider eliminating these.

3. Can the academic goals of the program be accomplished in one destination versus multiple locations?

Some programs truly require multiple sites, whereas in others, one destination of significance will serve the academic purposes of the course. Each site adds new
transportation expenses and logistical arrangements, which can be very costly. The additional travel can also add to the potential safety risks associated with the program.

4. **Does the anticipated number of students, location, and/or logistics justify the number of faculty and/or T.A.s?**

A very low student to faculty ratio often creates an undue cost burden on student participants, who must pay their own expenses plus those of program leaders. More information on minimum ratios is provided later in this chapter.

5. **Does UT or the faculty director have a relationship with a university in the desired location?**

The ability to connect faculty-led programs to existing university partnerships (usually exchange agreements) has multiple benefits. If the institution can provide logistical support, classroom, and/or housing, it helps control cost and gives you potential access to local experts, and a population of students in the host country, thereby deepening the cultural experience of participants.

Study Abroad program coordinators have a wealth of experience in finding creative ways to develop successful, cost effective programs and will be happy to discuss cost-effective approaches to program development.

**Program Budgets and Fees**

It is our intention to keep costs for students as affordable as possible while administering programs that are financially viable. The program fee is determined based on projected enrollment and costs.

In the early fall semester preceding the program, you will meet with your program coordinator, the International Office director of finance and administration and representative(s) of your department to agree upon a budget, program fee, and target enrollment numbers for your program. At this meeting, your departmental representative will sign the financial agreement (see Appendix).

All program budgets must include:

1. Dedicated on-site partner that shares logistical responsibilities with faculty director and serves as 24-hour health and safety resource. This may be a third-party provider,
resident director, host university representative, local organization, or other UT-appointed individual.

2. Classroom/studio/lecture space, as needed for program.

3. On-site orientation, including health and safety information specific to the site.

4. Student housing. Housing may be in a home stay, apartment, dorm, or other student housing, depending on availability, cost, and program goals (cultural immersion, language acquisition, etc.).

5. Faculty director expenses: international coach-class airfare, housing, cell phone, international health insurance, allowance for meals and incidentals, and local transportation.

   a. IO administrative fee – supports administrative costs associated with the development and administration of programs.
   b. Promotional expenses – covers cost of posters, brochures, promotional events, etc.
   c. Site development pool fee (see “Site Visits” below).
   d. Credit card fee – offsets fees for credit card payments.

7. T.A. or student associate expenses (if included in program): international coach-class airfare, housing, cell phone, allowance for meals and incidentals (set at half of the faculty rate), international health insurance and program-related transportation.

Program budgets may also include the following optional items:

1. Student meals. The number of included meals per day varies based on housing arrangements and cost. When feasible to do so, including meals or a meal stipend in summer programs assists financial aid recipients, who may not receive their aid disbursement until after the program starts.

2. Group welcome and/or farewell dinner.
3. Course-related activities, local tours and academically-relevant cultural visits.

4. Academically-enriching excursions, including entrance fees, transportation, meals, and/or accommodations.

5. Student cell phones. All students are required to have working cell phones, which may or may not be included in the program budget.

6. Internet access. May be available at the host university, in student and/or faculty housing, or at a local internet café.

7. Airport transfers.

8. Local transportation.

9. Guest lecturers.

10. Preparatory site visit by faculty director.

11. Host institution/program provider fee, which may include many of the items above.

*Please keep in mind that salaries for academic appointments (faculty directors and T.A.s) are not funded by program budgets; they are funded by the academic department.*

**Changes to the Budget**

Once the financial agreement (see Appendix) is signed, any additional costs that are not included in the budget must be approved by the IO in advance. If the budget permits, and the department agrees, additional expenses may be added. The IO makes the final decision in all budgetary matters.

When significant logistical changes to the program (on-site program provider or student housing, for example) are required, changes to the program and the budgetary implications must be agreed upon by both the IO and department.

**IO and College/Department Financial Responsibility**

All parties involved in developing and offering faculty-led programs work diligently to ensure that the final program expenses remain within the overall program budget. However, programs do generate small amounts of surplus or deficit due to unanticipated events, such as unusually volatile currency fluctuations, enrollment fluctuations, or unexpected reductions in on-site costs. To ensure that faculty-led programs function as a true and equal partnership between the IO, department and college, program proposal forms include an agreement to share the financial responsibility for programs administered by Study Abroad.
Upon completion of the program and reconciliation of program expenses, the IO remits one-half of any surplus to the college or department after all program revenues have been collected and expenses paid. Similarly, the college or department agrees to reimburse the IO for one-half of any deficit incurred after accounting for all program revenues and expenses. In the rare cases where the IO is asked to operate a program which would normally have been cancelled due to low enrollment, the college or department agrees to subsidize the entire loss for the program. The financial agreement can be found in the Appendix.

Program Receipts

It is the responsibility of the faculty director, as well as a T.A. (if applicable), to ensure that all receipts for the cash advance and program related expenses are submitted to the International Office within two weeks of the end date of the program. This will allow the accountant two weeks to process and submit to Central Accounting on time. Delayed submissions may cause cash advances to be denied in the future.

Selection of On-site Program Partners

The program coordinator and faculty director work together to determine which partners are best for the location and academic needs of the program. Some programs contract with a third-party study abroad provider to handle the majority of on-site logistics while others contract with a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the faculty’s experience and professional network in the location, the difficulty of running a program in a particular location and the availability of local experts. The IO can recommend on-site partners in some locations; however, the IO relies on the faculty director’s contacts in other locations.

Academic Agreements and Contracts

It is the responsibility of the program coordinator to manage academic agreements and contracts on behalf of the university. Contractual terms with on-site providers must be approved by the IO prior to signing the contract. The program coordinator prepares and submits academic agreements to the vice provost for international programs. An addendum signed by the vice provost is required for any changes to the contract.

The IO has responsibility and liability for the programs administered by our office. The IO prefers to contract with business entities, although in some cases, hiring individuals may be appropriate. Where an individual is named the primary point of contact, a résumé is required.

When program logistics depend on personal and professional connections of the faculty director, the program coordinator should be included in program-related correspondence and the terms of business should be agreed upon in writing. In addition, the program coordinator should have the contact information of all businesses, individuals and back-ups that perform services for the program.
Items Not Covered by Program Fees

Alcohol. Program fees may never be used to purchase alcohol for students or faculty. This restriction includes program-sponsored events like welcome receptions and farewell dinners.

Family and visitors. Expenses for family members or visitors who accompany the faculty director may not be covered by program funds.

Overseas health insurance. The IO enrolls all students in overseas insurance. Students are billed for overseas insurance on their tuition bill.

12- and 15-Passenger Vans

Due to safety concerns, UT strongly discourages the use of 12- and 15-passenger vans. However, should the use of these vans become necessary, please be aware that 12- and 15-passenger vans cannot be used to carry more than 9 occupants (including the driver) at any one time. Only trained, authorized drivers who understand and are familiar with the handling characteristics of the vans may operate 12- and 15-passenger vans. Please review The University of Texas System System-Wide Policy Number UTS157 for specific policies and procedures regarding the use of such vehicles.

Additional Student Expenses

The following items are not included in the program fee paid by students, yet contribute substantially to the total cost of participation. When considering the overall cost of the program, it is important to keep in mind the items that students pay directly:

- International transportation: Students are responsible for securing their own transportation to and from the destination.

- Passport and visa costs: All students must have a passport, and many students are required to secure a visa for travel to their destination country. Visa requirements depend on each student’s citizenship and the country to which he or she is traveling.

- Physical exam, immunizations and/or medication: Students are required to pay the costs of the physical exam to complete the mandatory health clearance process for study abroad, and any immunizations or medications they wish to receive before traveling.

- Incidental expenses, some meals: Students will need to have access to funds while abroad for incidentals not covered by the program. Specific expenses depend on the
program, but may include phone calls, laundry, souvenirs, and entertainment. If the program does not provide three meals per day, they will also need to budget for this expense.

- UT tuition: Undergraduate flat rate tuition applies to Maymester courses, but undergraduates must pay tuition for each summer course they take abroad. Graduate students pay tuition for Maymester and summer courses.

Site Visits

Visiting the program site is often the most effective way to ensure the success and safety of a study abroad program, which is of primary importance to all partners in the development process. To ensure that sufficient resources exist to support necessary site visits, each participant in Study Abroad-administered faculty-led programs is assessed a small fee that contributes to a site evaluation and development funding pool. This funding pool exists to ensure that Study Abroad staff adequately develops new programs in logistically challenging destinations or review existing programs to assess the ongoing performance of the program.

Site visits by faculty directors are encouraged for new, logistically challenging sites, particularly when the services of a program provider are not available and/or the faculty director has not visited the site. Such visits should be discussed with the program coordinator prior to finalization of the program budget so that resources may be allocated appropriately. For continuing programs and sites with which the faculty director is familiar or has significant on-site support, we encourage early arrival at the site to prepare for the program as a cost-effective alternative to a separate, student-funded site visit.

The budget for the site visit will include flight, moderate-rate hotel, local transportation, and per diem to cover a maximum of three business days on-site.

A new faculty member directing a repeat program should plan to arrive four days prior to the start of the program rather than conduct a site visit prior to the program. Specific details can be found in the section related to faculty housing on-site.

Target Enrollment Numbers

Program fees are determined based on the anticipated cost of running a program with a specific target number of students. Because many program costs are divided among student participants, Study Abroad requires a minimum enrollment of 12 students per program for new programs and 15 students for repeat programs with one faculty director. In many cases, the actual minimum enrollment to run a particular program is higher in order to reduce the per-student cost of the program, particularly with established programs that have a proven record of participant enrollment. The final minimum enrollment is determined with the faculty director and sponsoring department as part of the budgetary review process. Once established, this enrollment number becomes the “breakeven point” for the program and is used to determine the final program fee. Maximum enrollment in the program should be established at the same time; Study Abroad generally recommends that programs not exceed 30 students.
To balance the financial burden to students with the leadership needs of the program, Study Abroad guidelines recommend one faculty director per 12-22 students, depending on the level of on-site logistical support. If your program is intended to serve more than 22 students, you should consider including a T.A., student associate, undergraduate grader, graduate assistant, administrative assistant, or second instructor in the program budget to maintain a faculty to student ratio between 1:12 and 1:22.

For a summer program offering two UT courses taught by two UT faculty (or one UT faculty plus one Assistant Instructor), a minimum enrollment of 15 students is required the first year. As with other programs, subsequent years should see an increase in the minimum enrollment. A higher ratio may be necessary in order to balance the financial burden to students.

Faculty-led programs come in a variety of formats, and we recognize that different program models require different levels of faculty oversight to ensure a safe, successful course abroad. Since many components of program development are based on anticipated student enrollment and faculty/T.A. support, it is imperative to establish these expectations at the beginning of the development cycle, either in the program proposal or in the very early stages of planning.

It is for the responsibility of the department to arrange the appointment of the T.A., student associate, undergraduate grader, graduate assistant, or administrative assistant and to provide a position description for that individual. Remuneration should be agreed upon prior to finalizing the program budget in early fall. Normally, airfare, housing, meals, international health insurance and a stipend are provided for the T.A./student associate.

**Low Enrollment**

Faculty directors and Study Abroad staff invest significant effort in program marketing and student recruitment, typically with very good results. Occasionally though, these efforts do not recruit enough students to run a program.

There are two points at which programs may be canceled for low enrollment: the application deadline and the deposit deadline. If a program drops below its minimum enrollment at either of these points, Study Abroad will notify the faculty director and give the department and college the opportunity to determine if funds are available to subsidize 100% of the program loss. If funds are not available, the program will be cancelled.

While it is tempting to consider extending the application deadline in these circumstances, late applicants are typically poorly prepared for the program, have not carefully considered the real implications of participation, or are not students whom you would wish to accept. For these reasons, we do not extend application deadlines.

If the deposit deadline has passed and the minimum program enrollment has been maintained, the program will not be canceled due to withdrawals that may occur later in the semester.
PROMOTION AND RECRUITMENT
Promotion and recruitment are an essential part of any study abroad program. Active involvement in the recruitment process by the faculty can make all the difference in a program's success or failure. Study Abroad staff collaborates with the faculty director on promotional materials and strategies, but glossy brochures and attractive websites are no substitute for one-on-one faculty-to-student contact.

Faculty directors should plan to give presentations about their programs in a variety of venues during the promotional period (late August to end of October for Maymesters, late August to end of November for summer programs). When planning promotion and recruitment strategies, please keep in mind the aforementioned enrollment guidelines.

**Faculty focus at promotional events:**

- Inform students of the course, requirements, and academic content of the program.
- Articulate connections between destination country and course content.
- Talk about the cultural experiences you will incorporate into the itinerary, including a tentative program schedule.
- Explain how grading works.
- Explain criteria for acceptance into course and/or program (course prerequisites, language level, writing experience, lab research, etc.).
- Encourage diversity among program participants.
- Share your enthusiasm for the program with prospective participants. This may include showing photos and describing the importance/relevance of the location and coursework.
IO focus at promotional events:

- Describe in-country logistics (housing, food, transportation).
- Provide information on health and safety abroad and pre-departure preparation.
- Give instructions on how to apply for the program and register for courses.
- Advise on using financial aid and applying for scholarships.
- Promote program to a diverse range of students.
- Coordinate student alumni involvement. Program alumni are often the most effective promoters.

Avenues for Promotion

IO staff and faculty may collaborate to recruit students through the following promotional outlets:

- Information sessions and Study abroad fairs.
- Fliers, catalogs, posters, and website (to be created by IO staff).
- Class visits and other promotional activities in relevant courses (to be arranged with appropriate courses by the faculty director).
- Display cases (to be arranged in the college or department).
- Student organization meetings.
- College/department newsletters or list-serves.
- Academic advisors.
Study Abroad Fairs

Study Abroad sponsors one study abroad fair each fall in September. All official UT study abroad programs are invited to attend, present their materials and speak with students. In addition, colleges and schools often have their own study abroad fairs. The dates for these vary from college to college.
ADMISSIONS PROCESS

STUDENT APPLICATION PROCESS

All students applying for IO-administered programs use an online application form accessible through the MyIO portal. All students who wish to participate in the program and/or register for the program course(s) must apply and be accepted to the program by following this process, and pay all associated program fees.

Students must be authorized to access the online application; they may do so themselves online or request an IO staff person to authorize them. Authorization is also granted by attending an information session, by meeting with the program coordinator or by calling the Study Abroad front desk. Faculty directors may forward student EIDs to the program coordinator for authorization. The authorization process ensures that all applicants have received adequate guidance before applying.

The application includes the following components, at minimum, which must be submitted by the applicable deadline:

- Two essays.
- Recommendation from a UT instructor other than the faculty director of the program.
- Acknowledgement of the Responsibilities of Participation Form.

REVIEWING APPLICATIONS AND ACCEPTING STUDENTS

The program coordinator pre-screens applications to ensure that:

- The application is complete.
The student has a minimum of 2.0 GPA (undergraduate students) or 3.0 GPA (graduate students).

The student has no disciplinary record with the Office of the Dean of Students.

The student’s Advisors Toolkit notes do not indicate any concerns.

A graduating senior may participate in a Maymester program. If the course credit is not needed to fulfill outstanding degree requirements, the student can apply to graduate in the spring. Students who need the course to fulfill their last degree requirement may participate in the program and then complete the process for in absentia graduation so that the degree can be conferred in the summer.

Once the above areas have been verified, review and acceptance of students is at the discretion of the faculty director for the program. The program coordinator may assist in the review process if desired.

Faculty directors and departmental staff use the MyIO portal to review applications online. Detailed instructions on reviewing applications in the portal are included in the Appendix.

To access the MyIO portal, visit https://utdirect.utexas.edu/student/abroad/shared_start.WBX

The faculty director may also request to interview some or all applicants. An interview may be especially useful to screen students whose application materials present concerns (such as academic performance, motivation for participation or maturity). If the reason for the interview is to solve disagreement between two reviewers, a third reviewer should be present.

After the faculty director has reviewed all of the applications, he or she notifies the program coordinator. At that time, the program coordinator changes the admission status in the MyIO portal for each student in the program. This final change prompts an electronic notice to each student about his or her admission decision.
Red Flags: Assessing Applicant Suitability

Although some applicants may meet all of the established eligibility criteria, certain “red flags” in their application materials and/or behavior may require special consideration. These “red flags” do not necessarily preclude a student’s acceptance into the program, but they are often indicators that further discussion with the student or other involved parties is necessary in order to make the decision. Some examples of these indicators include, but are not limited to, the following:

- Student’s essay indicates that their primary motivation to study abroad is questionable (desire to escape a situation or person, focus on travel or extended vacation, for others to visit or accompany them abroad, etc.).

- Faculty recommendation mentions reservations or discloses information that could affect the student’s participation (concerns about maturity, behavior, recent events in student’s life, etc.).

- Student’s academic record or Advisors Toolkit notes show recent drastic decline in academic performance, breaks in attendance, multiple absence/failing reports, or repeated no-shows.

- Student demonstrates erratic or inappropriate behavior in his or her interactions with faculty or IO staff (before or after acceptance into the program).

Faculty directors who identify “red flags” in a student’s application materials or in their interactions with a student are encouraged to notify the program coordinator as soon as possible. The faculty director and program coordinator will work together to determine the appropriate course of action, which may include a student interview, follow up with faculty recommender, notifying BCAL (Behavior Concerns Advice Line) and/or referral to BAT (Behavior Assessment Team) for behavior concerns, or discussion with Study Abroad management.

Conditional Acceptance and Special Conditions

Applicants who are chosen to participate in a program are referred to as “conditionally accepted” – there is no longer an “accepted” status for UT study abroad students. Following admission into a program, students must meet certain expectations and obligations; therefore, a student’s acceptance into the program is on the condition that these are fulfilled. Considering all students “conditionally accepted” emphasizes the connection between participation and the tasks and obligations required of them prior to departure. If students do not fulfill these requirements, they may not be permitted to participate in the program.
To meet the criteria of conditional acceptance, a student must:

- Maintain good academic standing.
- Successfully complete all course prerequisites by the time of departure.
- Complete all online MyIO portal forms, including the health clearance form, by stated deadlines.
- Maintain behavior consistent with the Study Abroad Code of Conduct and Responsibilities of Participation agreements (see Appendix).
- Meet any additional requirements of the host university/program provider, if applicable (varies by program).

In some cases, students must meet additional criteria to participate in a program. Students with special, additional acceptance criteria are admitted under the “special conditions” status in the MyIO portal. These students receive the same information as “conditionally accepted” students and will move to “conditionally accepted” status when they meet the additional criteria set for them.

“Special conditions” is most often used for freshmen or transfer students who do not have a UT GPA at the time of application. Once the first semester’s GPA is posted, the student is moved to the “conditionally accepted” status as long as his or her GPA meets the 2.0 minimum for undergraduates (3.0 GPA for graduate students).

“Special conditions” may also apply to students who are enrolled in a course on campus that is a prerequisite for the course taught abroad. Similarly, if there is an applicant that the faculty director would like to see academic improvement from before granting “conditional acceptance,” a status of “special conditions” may be assigned. These situations may require students to turn in a mid-semester grade report or fulfill other stipulations as determined by the faculty director and/or the program coordinator. The program coordinator will work to ensure students “accepted with special conditions” understand the required action(s) for removing the condition(s).

**Late Applicants**

History and experience have proven that late applicants are not reliable program participants; therefore, the IO does not allow late applications or deadline extensions. Throughout the
recruitment phase it is important to keep in mind the target enrollment number and final application deadline.

Admitting Non-UT Students

The IO, in conjunction with some UT departments, makes a small number of programs available to students matriculated at other US institutions. Most of these opportunities are geared toward the student who is looking for a short-term faculty-led summer program. In order for the IO to accept non-UT Austin students, the program must:

- Offer University of Texas at Austin credit. In order to receive financial aid from UT, eligible undergraduate students must take a minimum of 12 credit hours in a long semester and 6 hours in the summer. Eligible graduate students must take a minimum of 6 and 3 credit hours respectively.
- Have previously run at least once with IO support.
- Accept a sufficient number of UT students to meet minimum enrollment requirements. Non-UT students do not count toward minimum enrollment requirements.

Faculty interested in admitting non-UT students should discuss the academic, financial and logistical impacts with an IO program coordinator.

The application form for non-UT Austin students can be found at http://world.utexas.edu/abroad/students/nue.

STATEMENT ON EQUAL EDUCATIONAL OPPORTUNITY

The University of Texas at Austin is committed to an educational and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, the University prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, citizenship, and veteran status. Discrimination on the basis of sexual orientation is also prohibited pursuant to University policy. Questions can be directed to the deputy to the vice president for diversity and community engagement and director of equal opportunity services.

Students with Disabilities

Sharing in the philosophy that all students should be assured equal access and opportunity, the IO will work with the Services for Students with Disabilities team and appropriate overseas personnel to identify and obtain reasonable accommodations and to assist a student with a documented disability in planning for a successful international experience.
WORKING WITH STUDENTS BEFORE DEPARTURE

ORIENTATIONS
Students need to be oriented on cultural and logistical aspects of the program before departure and upon arrival. Orientations are often coordinated in conjunction with the IO and/or on-site partners. For both summer and Maymester programs, students will attend at least two pre-departure orientations led by the faculty director and Study Abroad staff. Faculty directors may wish to schedule additional sessions to support academic and cultural preparation as well. Please note that these orientation sessions are in addition to any one-credit hour International Learning seminar (xxx 119) coursework for applicable Maymester programs.

The initial pre-departure orientation session should take place after students are notified of their acceptance and before the program deposit is due, allowing students to understand the program in greater detail before paying the non-refundable deposit. Maymester students are invited to attend a mandatory kick-off reception during this time period to learn more about the program from their faculty director and meet fellow participants before the deposit deadline. The pre-departure orientations for each specific Maymester program may then be scheduled for the spring semester.

All programs are required to hold an on-site orientation. Attendance at all pre-departure and on-site orientations is mandatory. Students must plan their arrival in the host country to ensure participation in the on-site orientation. Special attention should be given to differences in world time zones when booking flights to ensure on-time arrival. Non-compliance with the mandatory on-site orientation is grounds for student dismissal from the program.

Sample outlines of pre-departure and on-site orientations are provided in the Appendix. The “Establishing Expectations” section in the “Working with Students Abroad” chapter of this handbook also contains useful suggestions for orientation content.

PASSPORTS AND VISAS
All students must obtain a passport, and some program locations may require a visa. Visa requirements vary depending on each student’s citizenship and the country to which he or she is traveling. Study Abroad staff will guide students on visa requirements at key points during the pre-departure advising process; however, obtaining a valid passport and securing the correct visa is ultimately the responsibility of the student. More detailed information can be found in the IO Visa Policy in the Appendix.
NON-PROGRAM PARTICIPANTS ACCOMPANYING STUDENTS ABROAD

On occasion, students may inquire about a spouse, partner, parent, child, or friend accompanying him/her abroad. The IO strongly encourages students to participate in the program independently and plan their personal travel outside the program dates. UT study abroad programs are academically and physically demanding. Participants typically spend many more hours per day in classes and participating in mandatory program activities than they do studying on campus in Austin. Accordingly, time for friends and family while the program is in session is limited.

Any requests for accompanying, non-enrolled family, partners, or friends should be discussed fully with the Study Abroad program coordinator. The IO cannot assist with housing, childcare, health care, travel arrangements, or any other necessary support for spouses, children, partners, parents or friends that accompany program participants. Non-participants may not participate in program excursions, housing or other program-specific activities. Likewise, UT is not responsible for the injury, illness, loss, or death of spouses, children, partners, parents, or friends accompanying participants in study abroad programs.

ACADEMIC MATTERS

Because faculty-led study abroad programs are extensions of the larger UT academic community, academic policy for study abroad programs is governed by the rules already set forth in the undergraduate and graduate catalogs whenever applicable. The following sections describe some key academic issues you should be aware of as they relate to study abroad programs.

Syllabi

Per UT policy, each instructor must provide a syllabus to students on the first meeting day of the class. However, it is strongly recommended that faculty directors provide syllabi for their courses abroad, as well as a program schedule, to their students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus (as listed in the University’s General Information Catalog). It may also be appropriate to include a calendar, itinerary, and/or map.

Registration

Only students who are official participants in the study abroad program may register for the program course(s). Official participants are those who have applied through the MyIO portal, been conditionally accepted to the program, and paid all program fees. Students who have not completed these steps may not register for the program course(s) or participate in program activities.
Maymester Abroad Programs

Maymester accepted students must be registered for the Maymester course and corresponding one-credit hour seminar course (when applicable) by the end of add/drop in January or risk being terminated from program participation. These courses are included in the students’ spring course schedules.

Students who want to take a total of more than 17 hours during the spring semester should be automatically approved to do so when they register for a Maymester Abroad course. If the student is not successful in obtaining the automatic override, he/she will be responsible for petitioning their college dean's office for permission. This procedure varies from college to college. Summer Abroad Programs

Summer study abroad students register themselves for their study abroad courses as they would for courses on campus. If a restriction prevents registration, the student must notify an academic advisor in the department so that the restriction can be lifted. Students who miss the normal registration period or who are dropped for non-payment risk being dropped from the program. For special cases, there may be the possibility for a student to register for their course(s) during late registration. Students participating in summer programs must register for a minimum of six hours per session.

Students who fail to register face significant challenges in registering from abroad, and will need permission from their dean’s office and the assistance of someone in the US with power of attorney to pay their tuition and complete the necessary forms. Department advisors should verify proper registration for all participants before departure to avoid this situation. In addition, students who are not registered in the program course(s) are not considered official program participants.

Credit/No Credit and Auditing

Maymester courses may not be taken on a credit/no credit basis. Students on summer programs who wish to take a course as credit/no credit should contact a representative of their dean's office for approval. Some summer courses may only be taken for a letter grade. Students may not audit courses offered on faculty-led study abroad programs.

WITHDRAWING FROM A PROGRAM

Students who wish to withdraw from a program may do so by using the link provided in the billing notification e-mail. Students who withdraw should notify their Study Abroad program coordinator in writing as soon as possible to avoid incurring additional financial penalties for late withdrawal. Refunds are made according to the program’s Financial Responsibility Policy (see Appendix), which students agree to and sign electronically when applying for the program.
The application fee and deposit are never refundable. Students who withdraw must be sure to drop their courses for the program session (including Maymester courses), as this is not done automatically.

Occasionally a student may decide for health, family, or other reasons to return home early. It is important to be supportive of a student in this situation, but it is also necessary to communicate clearly in writing the consequences of early departure to avoid misunderstandings later. Typically, these consequences are the inability to complete the course and receive credit.

A student who withdraws after the program start date is responsible for the entire program fee and full or partial tuition depending on the date of withdrawal. Students on financial aid may also be responsible for repaying their aid in accordance with the Office of Student Financial Services regulations. In order to withdraw after the start of a program, students must contact their college dean’s office and notify the IO in writing.

**STUDENT FINANCIAL CONSIDERATIONS**

Students who participate in Study Abroad-administered programs have many financial aspects to consider throughout the program cycle. Since faculty directors are often a primary point of contact for students before and during the program, it is useful to have a basic understanding of students’ financial concerns as described below.

All students sign the IO Financial Responsibility Policy (see Appendix) during the application process.

**Application Fee and Deposit**

Every program has a $50 non-refundable application fee and $300 non-refundable deposit. Requiring students to make a small financial commitment early in the pre-departure phase provides an accurate estimate of the number of participants and enables the IO to begin making program arrangements on their behalf. The deposit amount is relatively low so that students are not immediately discouraged from studying abroad simply due to a lack of financial resources.
**Program Fee Balance**

Students receiving financial aid may defer the payment of their program fee balance until their financial aid disbursement. Students whose financial aid does not completely cover their program fee are responsible for the remaining balance immediately following their disbursement. It is imperative that all students are aware of the Financial Responsibility Policy, since students who withdraw from the program are often responsible for a portion of the program fee regardless of whether or not the balance has already been paid.

**Financial Aid**

Approximately 50% of study abroad students receive some kind of financial assistance. The UT Office of Student Financial Services (OSFS) is a longtime supporter of study abroad. OSFS requirements for students are integrated into the online MyIO portal for students to complete before departure. The IO submits a budget to OSFS for each student on financial aid, and OSFS takes into account the total cost of the program when configuring study abroad students' financial aid packages. *Financial aid cannot be disbursed early for students studying abroad.* This means that participants in summer programs may not have access to their financial aid funds until after they are already abroad and must prepare accordingly. Conversely, Maymester students often receive their financial aid disbursement during the spring semester, well before the program starts, and must budget carefully to avoid spending money they will need for their program abroad.

**Scholarships**

Every study abroad student is eligible to apply for at least one scholarship, the International Education Fee Scholarship (IEFS), and many are eligible for several. Since most scholarships are not comprehensive, students are encouraged to apply for as many scholarships as possible. The Study Abroad website includes details about multiple sources of funding specifically for study abroad students. Students may apply for many scholarships online through the Global Assist system on the Study Abroad website.

**Additional Pre-departure Expenses**

Students should be prepared to incur some additional expenses before their program begins and, in many cases, before financial aid is disbursed. For example, all students must have a valid passport, and some programs also require a visa. The cost of a medical evaluation, vaccinations and other health preparations must also be considered for certain programs. Students are also responsible for purchasing international airfare to and from the program.

**Finances Abroad**

Study Abroad-administered programs are designed to be as all-inclusive as possible, and many student expenses abroad are included in the program fee and prepaid before departure. However, students should prepare well in advance for anticipated expenses abroad, which vary by program and may include meals, transportation, personal travel, and other miscellaneous purchases. In addition, the IO recommends that students have at least $500 in emergency funds available to them at all times while abroad.
WORKING WITH STUDENTS ABROAD

SUPERVISION OF THE GROUP

The role of a faculty director on a study abroad program encompasses the traditional faculty responsibility for academic content and instruction as well as the responsibility to serve as UT’s representative abroad in other matters affecting participants and the program. Programs abroad entail more than just the classes; therefore the role of the faculty director must also extend beyond the strictly academic. In essence, faculty directors become field representatives for a variety of offices on the UT campus, including the IO and the Dean of Students Office, and must be prepared to assume these additional duties for the duration of the program, including on evenings and weekends.

Faculty directors are required to ensure that the program has a designated “on duty” contact at all times. Normally this role is filled by the faculty director him or herself, who remains with the group for the duration of the program, including attendance at orientation, excursions, and program activities. Faculty directors should not leave the city to attend a conference or have a weekend away during the official program dates unless there is a second individual approved to serve as the program contact during that time period who will be in the city where the program is located. An approved emergency contact could be a second faculty member co-directing the program, a graduate assistant employed by the program, or an on-site employee of an affiliate program provider or partner institution. If you anticipate the need for such an arrangement, discuss this with IO staff, as the designated contact will need information and training in order to fill this role.

STUDENT ATTENDANCE POLICIES

Orientations
As a condition of participation, students agree to attend all mandatory pre-departure and on-site orientations.

Classes
Regular attendance at all class meetings is expected. Instructors are responsible for implementing their attendance policy and must notify students of any special attendance requirements. Each course’s attendance policy should be included in the course syllabus.
The attendance policy for courses taught abroad should be at least as rigorous as would be expected on campus.

In the event that excessive absences are affecting a student's grade in the course, the faculty director should send an Absence/Failing Report to the college dean's office.

**Excursions**

Excursions are an integral part of the academic experience abroad. Students are required to participate on all excursions unless they obtain prior approval from the faculty director. The faculty director is encouraged to maintain contact with the IO program coordinator regarding attendance issues. If a student does not attend an excursion, whether the absence is approved or not, the cost of the excursion will not be refunded.

**Early Program Departure**

By enrolling in a study abroad program, students agree to attend the program until its conclusion. Students may not depart the program until after the last scheduled class day and all program activities have concluded.

**STUDENT BEHAVIOR**

**Establishing Expectations**

Seasoned study abroad program directors often report that their biggest challenges abroad are not emergency situations, public transportation strikes, fluctuating currencies or language barriers, but student behavioral problems. Those who have successfully traveled with students for many years advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, reinforce the message that study abroad is an academic experience, and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is a vacation for credit. Also, refrain from referring to the experience as a "trip," but instead use the word "program" as it denotes a difference between study abroad and a vacation.

Reinforce the concept of students as "cultural ambassadors" and emphasize that their conduct will be seen as representative of the United States, as well as the state of Texas and UT. Students need to be reminded that while the consequences of poor behavior while on campus or in Austin reflect solely on themselves, misconduct abroad will be attributed to the entire group. In
addition, be honest with your students about how poor behavior reflects poorly on you, as the program leader, and to your local colleagues. Refer to the items referenced in the “Guidelines for Student Behavior Abroad” section below, and to your own expectations of your students, to establish a common understanding before departure.

Furthermore, address your concerns regarding alcohol misuse and abuse. In addition to posing a health and safety risk, alcohol abuse is the primary source of behavioral problems and personality conflicts between group members. By addressing this issue in advance, you not only inform students of your concerns, but also alert them to possible past problems that have had a negative effect on programs. Many study abroad program leaders have commented that this proactive approach has been successful in reducing the number of alcohol-related problems.

Brainstorm with the students on their perception of alcohol use in the host culture, comparing and/or contrasting with alcohol use in the United States. Share your knowledge of alcohol use in the host culture and remind students of the difference between alcohol use and alcohol misuse/abuse. Excessive drunkenness is not tolerated in any country, and is, in fact, considered an illness or addiction in many cultures.

Lastly, review this conversation after arrival, and a few weeks into the program. Be alert to group dynamics and address any concerns you may perceive.

**Guidelines for Student Behavior Abroad**

All UT students, including students abroad, are bound by the *Institutional Rules on Student Services and Activities* in the General Information Catalog. Regulations and procedures regarding student discipline and conduct are set forth in Chapter 11 of the Institutional Rules. These institutional rules are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students.

In addition, all participants in UT faculty-led study abroad programs are subject to the rules set forth in the Study Abroad Student Code of Conduct and Responsibilities of Participation (see Appendix for both documents). As a condition of acceptance, all study abroad students agree to abide by these rules when they submit their program application. Students are also held to the laws and regulations of their host country, community, institution, and other on-site partners (third party providers, residence halls, etc.).

It is important that the faculty director is familiar with the aforementioned guidelines governing student behavior abroad as well as the Study Abroad Misconduct Resolution Process (see Appendix). The faculty director may establish additional conduct requirements for the program, which should be clearly communicated to the students in writing. It is very important that each faculty director articulate his or her expectations during pre-departure activities, in the syllabus, upon arrival in country, and as often as necessary while conducting the program.
Misconduct Resolution Process

Many behavior issues can be resolved by communicating directly with the student(s) in question. A frank discussion of expectations and consequences is often the most effective approach to managing student behavior. If more than one UT faculty member or staff is accompanying the program, all should be involved in meeting with the student to resolve problems and ensure fair treatment. The aforementioned guidelines for student behavior abroad (Code of Conduct, Responsibilities of Participation, etc.) should be emphasized to the student, as well as the consequences for repeat violations of these rules, which can include expulsion from the program.

If a straightforward discussion with the student does not result in mutual understanding and the behavior continues, please follow the Study Abroad Misconduct Resolution Process.

Whether the behavioral problems are minor or significant, we urge you to make a written record of all of your observations and discussions with the student and to brief your IO program coordinator of such conversations. Notifying the IO allows us to begin a written record of events and provides documentation of early warnings, should the behavior persist or worsen. The IO will also coordinate the involvement of UT authorities, such as the Dean of Students, as appropriate. It is not uncommon for students to call home to report any unusual behavior and for parents to then contact the IO with their concerns. Notifying the IO as soon as possible allows a more efficient and effective response.

Alcohol Use Abroad

Many study abroad programs take place in locations where the cultural norms and/or laws regarding alcohol are different from those of the United States. Both before departure and while abroad, students should be encouraged to make responsible decisions regarding alcohol and reminded of the potential consequences of alcohol misuse. If students choose to consume alcohol while abroad, responsible behavior and moderation is expected. Students are responsible for their behavior and any misconduct that is related to the consumption of alcohol while abroad.

Participants in UT study abroad programs are responsible for following local laws, rules, and regulations regarding the consumption, misuse, and/or abuse of drugs and alcohol. Students also agree to comply with the alcohol and drug policies set forth by the Rules and Regulations of the Board of Regents of The University of Texas System (BoR Rule 50101) while abroad. Violation of these regulations may result in penalties or disciplinary action.

As a faculty director, if you suspect that a student is in violation of an alcohol policy, please contact the IO immediately and maintain written documentation of every incident. The IO will
assist you in developing a response plan in coordination with local and/or UT resources as necessary.

It is important that faculty directors consider the implications of their personal alcohol consumption during the program. The role of faculty director is a position of authority and responsibility, and you must be capable of addressing an emergency should it arise. As a result, it is strongly advised that your alcohol consumption is minimal, both at formal program functions and any informal gatherings. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol can imply that drunkenness is acceptable and may send a contradictory message regarding responsible drinking.

Program funds may never be used to purchase alcohol for students or faculty. This restriction includes program-sponsored events like welcome receptions and farewell dinners.
Crisis Preparation and Protocols

CRISES ABROAD

UT and the IO place the utmost importance on the safety, security, and well-being of study abroad program participants. Moreover, the IO staff, faculty director, and on-site partners follow prudent measures to verify that transportation, lodging, and medical facilities are safe and of reasonable quality, and that communication plans and crisis responses are in place to provide a safe environment for program participants.

While the IO is firmly committed to providing this support, we emphasize to students who program participants must also take responsibility for their own safety, security, and well-being. This fact is highlighted during pre-departure preparations, on-site orientations, and throughout the program.

While on a UT faculty-led program, the IO expects all participants to take the same precautions anyone would follow in their home communities in the United States and to make smart decisions. We caution students to use common sense, be alert and aware of their surroundings at all times, travel with a buddy, and to never put themselves in compromising positions with the use of drugs or alcohol.

UT cannot guarantee or assure the absolute safety of participants or eliminate all risks from the study abroad environment. Nor can we monitor students’ choices and behaviors at all times, or prevent them from engaging in dangerous, unwise, or illegal activity. Nonetheless, we must do our best to run a safe program, and the faculty directors comprise our front line. Please plan ahead and prepare accordingly.

Defining a Crisis

In the context of faculty-led study abroad programs, a crisis is defined as any event that harms or jeopardizes the health, safety, or security of UT students, faculty and/or staff in a foreign country, necessitating immediate involvement and/or action by the University. The term crisis may refer to a range of incidents, from those with widespread impact on the University (e.g. the death of a student abroad) to less critical incidents (e.g. a common street mugging).
Crises can be real or perceived. All cases should be handled with sensitivity and good judgment, reflecting the university's promise to care for the well-being of all its travelers abroad.

Although UT's crisis management strategy is designed with real crises in mind, it is important to note that perceived crises should not be ignored or deemed less important than real crises. Perceived crises may arise from actual events (e.g. a natural disaster or civil unrest), therefore, it is important to assess all available data thoroughly before responding.

Real crises are those that impact the health, safety, and security of UT travelers. It is unlikely, although not impossible, that an outbreak of war, a coup d'état, terrorist activity, or political instability will occur at a site where UT is conducting a faculty-led program. It is more likely that a medical emergency or a natural disaster would occur. Assessment of the situation reveals that immediate attention from the University is needed, oftentimes requiring the involvement of various offices to formulate an appropriate response.

The IO considers a crisis (real or perceived) to be any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Crises include, though are not confined to, the following types of events and incidents:

- Physical assault.
- Disappearance or kidnapping of a student.
- Robbery.
- Physical/sexual assault or rape.
- Serious illness, physical or emotional.
- Significant accident and/or injury.
- Hospitalization for any reason.
- Terrorist threat or attack.
- Local political crisis that could affect the students’ safety or well-being.
- Arrest or questioning by the police or other security forces.
- Any legal action (lawsuit, deposition, trial, etc.) involving a student.
- Natural disaster such as an earthquake, flood, fire, tornado/hurricane, or volcano.
Emergency Response Plan

Prior to departure, faculty directors, in conjunction with the IO, create and submit an Emergency Response Plan (ERP) for their program. The purpose of the ERP is twofold:

1. To compile crisis management materials including contact information (listed below) for on-site program partners, UT or US-based emergency support, the nearest hospital, and more.

2. To mitigate risk. ERPs are written specific to the culture, customs, and current state of affairs of the program site. They should also plan for numerous issues, such as student misconduct, lost travel documents, student injury or sickness, and designating an alternate faculty director should the primary director become incapacitated during the program.

EQUIPPING STUDENTS FOR A CRISIS

It is not sufficient to compile ERPs and file them away in a wallet or folder. Meaningful practice, in the form of regular review of the plans, verbal rehearsal of emergency drills, and participation in problem-solving exercises, empowers program directors, on-site program partners and students to confidently respond to a crisis at a moment’s notice.

During the pre-departure orientations and on-site orientation, the faculty director and IO program coordinator prepare students for crisis prevention. This includes introducing students to resources like insurance and International SOS. For students, this task of engaging in meaningful practice can be rather challenging. Many students who have not previously traveled abroad cannot imagine themselves in a foreign country, let alone how they might react to a troubling situation abroad. The International Office recommends including activities pre-departure orientations such as scenarios and ‘what would you do’ activities.

Tips for Crisis Prevention and Response Planning

The faculty director should follow the steps below before departure and while abroad to adequately prepare for the unexpected.
1. Acquaint yourself with region-specific health and safety concerns.

2. Prepare all program participants for a safe program, both physically and emotionally, by urging participants to consult with all of their health care providers prior to departure.

3. Conduct pre-departure orientations covering region-specific health and safety precautions and procedures.

4. Distribute emergency contact information to all participants.

5. Conduct an on-site orientation that acquaints participants with in-country medical procedures/ facilities, reinforces emergency protocols, and revisits the code of conduct and behavior expectations.

6. Be available 24/7 to respond to the needs of the program participants.

7. Carry emergency information, a student contact list, and a cell phone at all times and be prepared to communicate via phone or e-mail with the IO in the event of an emergency.

**Responding to a Crisis**

If an emergency should occur during your program, it is important to remember that you are not alone. The International Office works closely with offices across campus to coordinate the management of crises affecting participants in UT Austin-sponsored study abroad programs.

Assuring the safety and well-being of students, faculty and staff who are participating in UT programs abroad is of the highest importance, and all reasonable actions will be taken to accomplish this. As described later in this section, a variety of resources exist to assist and respond in a time of crisis, and the IO will help coordinate the use of these resources.

Faculty directors should follow these steps if an emergency occurs:

**Step 1: Secure safety of program participants.**

Do not panic. In a crisis your first responsibility is to preserve the safety and well-being of program participants. Do whatever is necessary to assure this, according to the situation: obtain prompt and appropriate medical attention, police protection or intervention, and/or US embassy involvement. In a medical emergency, never leave an injured or sick student on his or her own.
**Step 2: Account for the group.**

When applicable, locate and contact all program participants as quickly as possible to ascertain their well-being, and to coordinate an immediate response plan. Depending on the situation, the faculty director may or may not gather the participants together in a group. Advise participants to inform their parents, guardians, or emergency contacts of their safety and whereabouts as soon as possible.

**Step 3: Call International SOS**

When you have done all that you can reasonably do to assure the well-being of participants and to get a sense of the danger, immediately contact your on-site partner and give them a detailed briefing on the situation so that they may initiate their emergency response plans. When appropriate, the international health insurance provider and/or International SOS should also be contacted to assist in coordinating necessary care.

**Step 4: Contact the UT Austin International Office.**

Call the IO emergency phone number and brief the emergency contact. Together we will coordinate our fact-finding, communication, and response plan. Depending on the severity of the situation, the IO will make all US contacts as appropriate: the participants’ emergency contacts, UT offices and authorities, etc.

**Step 5: Continue to monitor the situation.**

Take immediate steps to gather more information about the problem and assess the situation utilizing all in-country resources available. Consult with on-site partners, International SOS, hospital administration and doctors, local authorities, other US enterprises in the area, and so on. If appropriate, contact the local US embassy or consulate regarding general, non-medical crises and follow whatever procedures they may require. Ask the embassy or consular officer to advise you on a regular basis about the evolution of the emergency and about how you should direct UT’s on-site response.

**Step 6: Maintain communication with the IO.**

In an ongoing crisis, continue to keep the IO informed on a regular basis through telephone or e-mail. This is essential, as we will be working closely with you throughout the emergency to develop a situation-specific response plan. It will be the IO’s responsibility to consult with all appropriate UT offices in the development of that plan.
**Step 7: Submit Incident Report to the IO.**

It is important that after all emergencies (small or large) an Incident Report Form (included in the Appendix) is completed and submitted to the IO.

**EMERGENCY CONTACTS AND RESOURCES**

All faculty directors receive a wallet card with emergency contact information prior to departure. This card should be carried with you at all times.

In order to obtain effective assistance in an emergency, it is essential that relevant information regarding the emergency be clearly conveyed. When contacting the resources listed below, it is important that you identify yourself as a UT faculty program leader, give the city and country where you are currently located, give your name and contact information, and describe the emergency.

**UT International Office**

Study Abroad front desk: +001 (512) 471-6490

24-hour emergency phone: +001 (512) 669-8488

The emergency phone is answered by the international risk analyst and is accessible 24/7. This number is the primary emergency contact at UT for faculty directors abroad. Incidents should be reported to the UT emergency email: emergencyabroad@austin.utexas.edu. This e-mail address is checked regularly during business hours.

Students and parents, however, are directed to call UTPD directly (below) in case of an emergency abroad that requires UT assistance.

**University of Texas Police Department—UTPD**

UTPD Emergency Assistance Desk: +001 (512) 471-4441

If extenuating circumstances arise and the IO emergency phone is not accessible, the secondary UT emergency contact for faculty directors is the UTPD. Students and parents are directed to call UTPD in case of an emergency abroad that requires UT assistance.
UTPD operators are trained to respond to emergencies, and they have the ability to contact senior staff of the university 24/7. Upon receiving an emergency call from abroad, UTPD will contact the IO emergency line, the Dean of Students, or other relevant university officers to assist.

**UT Behavior Concerns Advice Line (BCAL)**

Faculty and staff can contact the Behavior Concerns Advice Line at any time to report unusual student behavior. BCAL can connect the caller to University resources if necessary.

Phone: +011 (512) 232-5050

**Overseas Health Insurance**

All students, faculty, and staff on IO-administered study abroad programs are required to have and are enrolled in international health insurance.

Effective August 2011, all UT students traveling abroad are charged an overseas insurance fee. This fee includes:

- International health insurance provided by Academic Health Plans (AHP).
- International SOS emergency assistance coverage (member #11BSGC000037).
- General liability coverage.

Faculty directors are also provided with international health insurance through AHP. Some programs may have additional coverage for faculty and students as required by the on-site program provider.

It is important that faculty directors are aware of both their own coverage and that of their students, including contact information and policy number. (See the Appendix for a copy of the UT-AHP policy.)

Students traveling abroad or participating in approved study abroad programs are required to have appropriate health insurance coverage for the duration of their time abroad. It has been determined that students employed on faculty-led study or travel abroad programs will be charged the Overseas Insurance fee currently $19 per week spent abroad. This determination is based on the Texas State law and university policy and has been confirmed by the UT Office of Legal Affairs and UT’s Human Resource Services.
The information below is for the UT-AHP policy ONLY.

For benefit and claims questions review the policy brochure and claim form, then contact Klais and Company at (800) 331-1096, reference the group number SA639A2

Individuals covered by AHP may use the following services:

- Submit reimbursement claim form for medical services rendered abroad.

Seek medical advice from the nurse hotline.

**International SOS**

The University of Texas System provides all students, staff and faculty access to an international emergency assistance service. The UT system currently contracts with International SOS for this service.

Phone: +001 (215) 942-8226 (accepts collect calls from anywhere in the world 24/7)

Website: [http://www.internationalsos.com/](http://www.internationalsos.com/)

UT Member ID number: 11BSGC000037

International SOS serves as a global first-responder service for UT students, faculty and staff abroad. It is NOT an international health insurance provider.

All faculty and staff will receive an SOS card with their member ID number prior to departure. The member ID number facilitates the use of the extensive online resources developed by International SOS. Faculty and staff are not required to take any action to activate this service.
Individuals can use this service to:

- Request emergency assistance including medical assistance, evacuation in case of political turmoil, terrorist attack, or natural disaster.

- Identify hospitals and/or English speaking doctors.

- Obtain up-to-date, comprehensive health and security information.

- Obtain guidance in the event of a widespread emergency.

- Request assistance securing treatment when prepayment of medical services is required. Any expenses incurred for services provided would have to be repaid by the student or faculty member, ideally through health insurance carried by the individual.

**UT Counseling and Mental Health Center (CMHC)**

Students and faculty can speak with a counselor about any issue at any time. Faculty may consult with a counselor on how to assist and advise a student experiencing excessive stress, anxiety, or other difficulties.

Phone: +001 (512) 471-2255 (24/7)

**A CULTURE OF SAFETY**

It is important to help American college students understand that safety cues in other countries may be different than what they are used to and that they should exercise common sense and good judgment. It is helpful to give them ideas about what kinds of questions they may want to ask of on-site coordinators or homestay families to help them evaluate what is safe or unsafe in the new environment.
FERPA AND PRIVACY

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. UT student records include educational records maintained by the University except for directory information. Student records include official University academic and personal records relating to scholastic, disciplinary, and fiscal matters, as well as records maintained by University offices and agencies providing services sought voluntarily by individual students.

According to FERPA, non-directory information may not be released without prior written consent from the student. Exceptions are listed in the General Information catalog; they include access by appropriate university administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid. UT policies and procedures regarding student educational records are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).
Faculty Logistics

TRAVEL ARRANGEMENTS

Passport and Visa

All faculty directors must have a valid passport. Some countries require that passports are valid for six months after the departure date and have up to four blank pages. Some countries also require a visa. Check the State Department’s travel website under country-specific information to determine entry requirements [http://travel.state.gov/travel/](http://travel.state.gov/travel/). In some cases, it may take up to three months to obtain a visa. Faculty directors are responsible for obtaining their own visas, although the cost of the faculty visa may be incorporated into the program budget.

Flights

Coach-class round trip travel for the faculty director is covered by the program budget. Before purchasing flights, the faculty director must complete a Request for Travel Authorization (RTA) through his or her department. The required method of purchasing flights is through UT-contracted travel agencies. The International Office will reimburse flights purchased. Detailed information on the flight purchase process is included in the Appendix.

Housing

The Study Abroad program coordinator works with partners abroad to provide the faculty director with adequate housing for the duration of the program. Housing is generally arranged in a furnished single bedroom apartment (or local equivalent). Internet access and meals or kitchen facilities are included when available, although they cannot be guaranteed. As part of a continuing effort to keep student costs reasonable, the program budget provides for comfortable, though not luxurious, accommodation.

Faculty directors who prefer different housing arrangements (for example, more space for accompanying family members) may request a housing reimbursement in place of the standard accommodations. The amount of the allowable reimbursement varies depending on the program’s location and is equivalent to the estimated cost of a furnished single bedroom apartment or local equivalent. Faculty directors who request a housing stipend are responsible for making their own housing arrangements. Faculty directors should notify their program coordinator of their chosen housing option well in advance, and no later than three months before departure.
In some cases, it is necessary for the faculty director to arrive before the students to finalize arrangements or to stay after the program concludes to wrap up program-related business. In these instances, the IO can arrange housing for a total of four additional days, before and/or after the program dates, for repeat programs or six additional days for new programs that did not include a site visit. All faculty directors should remain on-site at least one day after the program has concluded to ensure that all students have successfully departed the location. New programs that include a site visit by the faculty director are allowed four additional days before and/or after the program dates. New programs that do not include a site visit by the faculty director are allowed up to six days total, permitting final arrangements to occur on-site before the students arrive. The additional stay will be arranged in the same accommodations as provided for the duration of the program (or included in the housing stipend, if applicable). These arrangements can only be made before the finalization of the program fee and budget in early fall. Please discuss the dates of your additional stay and the benefits to the program with the program coordinator.

**Cell Phone and Satellite Phone**

The IO provides a cell phone for faculty directors to make necessary business calls while leading study abroad programs. The IO establishes a budget for each program that includes the handset, charger, and cell phone usage. Use of the cell phone is limited to business calls related to the study abroad program during the program dates. The phone is to be used for communication with students, program personnel, and other on-site partners. Calls made prior to or after program dates should be limited and must be for a business purpose.

Many locations will require the faculty director to also carry a satellite phone. The satellite phone ensures an additional layer of risk mitigation and should be used if access to phone, internet, and cell phones are not available during an on-site emergency.

**Overseas Health Insurance**

International health insurance coverage is provided for all faculty and staff who accompany students abroad. Coverage is provided through a policy with (AHP) created for UT. Please see the “Crisis Preparation and Protocols” section or the Appendix for policy details.

The IO cannot provide faculty and staff with insurance for family members that might be accompanying them abroad.

**ACCOMPANYING FAMILY MEMBERS**

Because programs vary greatly in length, location, amount of travel, and daily schedule, and because every family is different in personality, number and ages of children, and ability to
adjust to travel, each faculty director must carefully consider his or her specific program and
the inherent conflict of interest when deciding whether it is appropriate to bring family
members. As a condition of accompanying family members, the faculty member must
acknowledge that his/her first duty is to program participants, and ensure that his/her
commitment is not divided. Faculty directors are encouraged to consult their program
coordinator and past faculty directors when making this decision.

If the guidelines below are followed closely, faculty directors are permitted to bring
accompanying family members on a study abroad program in most circumstances. When
handled appropriately, the experience abroad can be enriching and beneficial for all involved.

Expenses

It is the responsibility of the faculty director to pay for all expenses related to accompanying
family members. If family members accompany the group on any portion of the program, it is
important to make sure that students are aware that the program does not cover the housing,
meal, or excursion costs of your family members. This information must be made transparent
so there is no misunderstanding that student program fees are subsidizing non-participants in
any way.

Liability

The University of Texas at Austin is not responsible for the injury, illness, loss, or death of
spouses, children, partners, parents, or friends accompanying faculty directors of study abroad
programs. It is the responsibility of all accompanying family members to familiarize themselves
with the health, safety, and cultural considerations of the host country. Accompanying persons
are responsible for their own safety and insurance coverage.

Accommodations

Accompanying family members may share accommodations with the faculty director, provided
that sharing is allowed by the housing provider and does not incur additional housing costs.
Please see the handbook section on Faculty Housing for more details. Accompanying persons
are not permitted to share accommodations with students.

Excursions, Field Trips, and Meals

Accompanying family members may participate in program excursions and field trips, provided
such participation does not increase the cost of the excursion. Program excursions are planned
to accommodate all students plus the participating leader(s). If participating in excursions,
accompanying family members must pay all per-person expenses separately (i.e., entrances to
parks or museums, theatre tickets, transportation, meals, etc.). If accompanying family
members travel on charter transportation, the faculty director should pay the pro rata share for
the portion of the charter used. In no case is program money to be used to fund family member
participation in special events. If the cost for the family member is included on a group receipt,
it must be deducted before the receipt is submitted for reimbursement.
Minor Children

Minor children accompanying the faculty director must be adequately supervised at all times. Faculty directors should carefully consider the implications of bringing minor children abroad and balancing their responsibilities to the program and students. Past experience shared by previous faculty directors suggests that a spouse and several dependent children taken abroad require more attention than at home due to factors such as language barriers and the lack of usual friends, recreational, and educational activities.

FINANCIAL MATTERS

Allowance

If meals are not included with faculty housing, an allowance will be included in the program budget to contribute to meals and incidental expenses. The allowance varies based on program budget and location. It is not intended to cover all living expenses abroad; it is intended to help subsidize costs like meals, laundry, fees, tips to waiters/porters/hotel maids, local transportation, Austin Airport transfers, etc. The IO does not provide faculty with a daily per diem. The set amount is included in the initial budget and is not increased due to changes in the itinerary.

Travel Card

A travel card issued by the University may be obtained to pay for approved expenses in the program budget while abroad or for use in case of emergency. The travel card can be obtained by completing the Travel Card Application and by signing the Travel Card Acknowledgement (see Appendix). Both forms should be submitted no later than two months prior to departure to the Study Abroad program coordinator or to IO finance and administrative services. Please familiarize yourself with the policy as it addresses the limitations on card use and turning in receipts.

Cash Advance

A cash advance can be obtained before departure and may cover the faculty director's allowance, housing stipend, or other anticipated program expenses.

A cash advance must be requested at least two months prior to departure. A Request for Travel Authorization (RTA) must be submitted and approved before a cash advance can be issued. The University's Office of Accounting will notify the faculty director when the check is ready for pickup in Room 132 in the Main Building. The faculty director must pick up the check in person and sign a promissory note stating that the amount of the advance must be accounted for with receipts for approved expenses or returned in cash. A copy of the Cash Advance Acknowledgement form is included in the Appendix.
ALTERNATE FACULTY DIRECTOR

Unexpected events can and do happen. Should such an event occur in the life of the faculty director, preventing him or her from participating in the study abroad program as planned, locating an alternate faculty director at that time would be extremely burdensome. It is for this reason that the IO requires each faculty director to assign an alternate faculty director as part of the program proposal process. The alternate agrees to assume the roles and responsibilities of faculty director and teach the proposed course should something happen to the primary professor. Please verify annually with the alternate faculty director in the spring prior to departure their availability. Because UT courses abroad must be directly facilitated by a person holding a UT faculty title (e.g. Specialist, Lecturer, Instructor, Assistant Professor, Associate Professor, Clinical Professor, Professor, etc.), the alternate faculty may not be a graduate student with a title of Assistant Instructor.

If a situation arises prior to departure that prohibits the faculty director from leading the program, the IO should be notified immediately. The IO will help to prepare the alternate faculty director listed on the program proposal for his or her role. Once the alternate confirms his or her ability to lead the program, the Chair or Dean approves the change by e-mailing the Vice Provost for International Programs. Any applicable salary changes will be handled by the department.

If an emergency occurs while abroad (for example, a serious illness or accident, or a grave family emergency at home), it is possible that the faculty director will need to leave the program early. The first step in this situation is to contact the IO. The IO will work with the department and the alternate faculty director in an effort to continue the program for participants.

POST-PROGRAM DETAILS

Paper Forms for Maymester Courses

Since Maymester courses take place after the spring semester has closed and the Registrar's automated system has moved into the first summer session, electronic Course Instructor Surveys (CIS) and grade sheets cannot be used for Maymester courses. Before departure, Maymester faculty directors must request paper CIS forms from their departmental CIS contact. The IO is not involved in the processing of CIS forms. Detailed instructions on requesting and using the paper CIS forms should be obtained from the department prior to departure and
returned following departmental protocol after the program ends. Please do not turn in the paper CIS forms to the IO. This can cause delays in the processing of your forms.

For Summer courses, faculty should arrange a time prior to the end of the program for students to complete the on-line CIS forms when the faculty director is not present in the room. Please keep in mind that schedules in Austin do not always correspond with your program dates abroad. Please discuss arrangements with your departmental CIS contact prior to departure.

The IO obtains paper grade sheets for all Maymester programs and facilitates grade submission. Faculty directors sign the paper grade sheets prior to departure.

**Submitting Grade Reports**

Maymester grades are due within two days of the program’s end. To facilitate the process, faculty directors submit grades to the IO and the IO hand-carries the pre-signed paper grade sheet to the Office of the Registrar. Grades should be submitted securely, by a locked PDF or Secure Message, for example.

Faculty directors offering a one-credit seminar can submit grades for the seminar portion of the course electronically, since it takes place during the spring semester dates.

Grades for summer abroad programs are due electronically by the standard UT grade reporting due date. Faculty directors should submit grades with enough time to accommodate the conferral of degrees for students who intend to graduate in the summer.

Appropriate uses of the symbol X are outlined in the UT General Information Catalog, which applies to courses taught on campus and abroad. Although an individual student’s circumstances may merit the use of the symbol X, faculty directors may not post a grade of “X” for all of the students in a study abroad course. The posting of the symbol X could delay the conferral of degrees for summer graduates. For continuing students, this will also prevent the release of financial aid the following semester.

**Program Evaluations**

After the program ends, the IO collects program evaluations from students and faculty directors. Summaries of student evaluations are compiled by the IO and distributed to the
faculty director, department chair, and dean for each program. Past student evaluations may also be available as a resource for prospective future students. For repeat programs and new proposals in repeat locations, student and faculty evaluations are considered during the program approval process and during program development.

Receipts for Reimbursement of Program Expenses

Within two weeks of the program's end, the faculty director meets with the Study Abroad program coordinator and/or IO accountant to submit receipts for the cash advance and travel card. The only expense that does not require receipts is the faculty meal allowance. Receipts or documentation are required for all other expenses and should be listed on the template provided by your program coordinator (see Appendix). Faculty directors who do not return to Austin following their program should make arrangements to submit receipts and reconcile expenses electronically.

Faculty Director's Program Report and Debrief

After the program ends, the faculty director will submit a written program report to the IO with a copy to the department chair within 45 days of the end of the program. A sample format for this report is included in the Appendix. After the faculty director's report has been submitted and the student program evaluations have been received, the program coordinator and faculty director will meet to review the evaluations and the program experience. At this debriefing session, it is important to follow up on any remaining program details and discuss suggestions for future programs. The faculty director's report, as well as the student evaluations and course instructor surveys, serve as useful references for planning future programs.
UT Policy on Faculty and Program Liability

A. Working Assumptions

For purposes of this Guide it is assumed: 1) that the study abroad programs in which faculty are involved are sponsored by the University of Texas at Austin; 2) that faculty members are participating in them as a part of their official duties as paid employees of the University; and 3) that the law of the State of Texas, not those of another jurisdiction or a foreign country is applicable. The Guide does not address faculty members who “volunteer” to go on University-sponsored study abroad programs (something that should not occur), those who accompany a University-sponsored program for personal (recreational) reasons, or those who are involved with non-University sponsored programs.

B. Disclaimers and Caveats

The intent of this document is to provide general information and advice to faculty members on the topic of state employee liability and indemnification and is not a substitute for professional legal counsel. The document does not purport to be official University policy; nor a complete statement of state law, and any discrepancy between its contents and University policy or state law is not intentional. Finally, because there are so many open questions concerning the laws in the area of employee liability (e.g., what happens if an employee is sued in a foreign country?), the document is not intended as a comprehensive description and interpretation of the state laws that govern the area.

C. Necessary Conditions

The State of Texas anticipates that its employees, including faculty members of public institutions, may be sued for discretionary actions they undertook, or failed to take, in the good faith performance of their job duties. Therefore, to be protected by the indemnity statutes, an individual must 1) be doing the job that he or she was hired and paid to do (i.e., be acting with the course and scope of employment); 2) be performing the duties of that job in an objectively reasonable fashion; and 3) acting in good faith in the performance of those duties.

D. The Statutory Scheme Applicable to State Employees

The state legislature, over time, has created a set of laws that, in most cases, provides for: legal representation of ”public servants” by the Office of the Attorney General when lawsuits arise out of the discharge of their official duties; and indemnification for money damages assessed against them (up to certain amounts) for negligence (i.e., the failure to act as a reasonably prudent person would under same or similar circumstances); or the deprivation of a civil right because of discriminatory or retaliatory conduct.
1. Attorney General Representation

State employees who have been sued for conduct performed while in course and scope of their employment may decline legal representation offered by the attorney general and retain their own attorneys; or, they may have their private counsel work with the attorney general; however, the right to indemnification is usually contingent on the attorney general being in charge of the litigation.

It is critical that an employee who is sued promptly notify the Office of Legal Affairs or the President’s Office, since the law requires that the Attorney General be notified that an employee has been served with “process” no later than ten days after that service.

2. Indemnification for Damages Assessed Because of the Acts or Omissions of a State Employee

A state employee who is sued in his or her personal capacity for negligence (claims usually involve motor vehicle accidents or misuse of tangible property), or the deprivation of a civil right, may be “indemnified” by the state in amounts of up to $100,000 (per person) and up to $300,000 (per occurrence) in the case of personal injuries. Up to $10,000 is paid when only injuries to property are involved. As a practical matter, if a judgment is entered against a state employee, and there is no finding that an employee acted with willful misconduct, or gross negligence, or in bad faith with conscious indifference or reckless disregard, the state (through the employing agency) will pay the judgment up to the statutory limits. The employee will not have to pay the judgment and then seek indemnification from the agency.

It is possible, although not probable, that a judgment could be assessed against an employee for more than amounts that the indemnification limits. Protection for this possible "gap" comes from three different sources. First, a separate state law limits the personal liability of public servants, when sued for a violation of Texas law, to $100,000. Second, The University of Texas System carries an umbrella liability policy that covers its employees who are found liable for non-intentional violations of civil rights. However, the policy will be invoked only as a secondary payor (it assumes indemnification under the state scheme), and will not cover conduct that is found to be intentionally tortious or malicious.

Finally, an individual's personal general or professional insurance may be looked to for funds in the event of a large judgment.

E. Course and Scope of Duties

The scope of a faculty member’s official duties while leading a University-sponsored or organized study abroad program is defined by a number of variables that can include the following: the nature of the individual’s employment with The University, the purpose of a specific program, the location of the program, the representations made about the program in
documents provided by The University (usually through the professor), the age and number of students participating in the program, and the understandings and agreements with the students concerning their duties and responsibilities and those of the program director.

For example, the obligation to ensure that the academic component of a study abroad program is appropriately delivered and that students’ academic performances are fairly evaluated is an obvious. However the amount of supervision that will be provided in the non-classroom aspects of the program may not be so easy to discern. For example, what duties do the following statements, taken from a study abroad program website, create?

“Supervision: Two UT faculty members and a graduate student will accompany the group”; or “The Program begins in Paris. Students spend four days touring the monuments, museums, and neighborhoods as well as enjoying Parisian night life.”

The text appears to imply that the group will be supervised while involved in all program activities; and, while there is probably no implied guarantee that a good time will be had, it also implies that there will be some supervision of the exploration of Parisian nightlife. This is the type of situation where the reasonable standard of care and use of judgment, discussed below, comes into play.

Finally, The University’s Rules on Student Discipline and Conduct, which apply to students while on field trips or study abroad programs, as well as any written codes of conduct provided by individual programs, may also provide additional guidance for faculty members in determining the limits of appropriate student behavior and what their obligations are in relation to the conduct of the students enrolled in the program.

F. The General Standard of Care

Faculty members who, in course and scope of their employment, conduct University sponsored field trips or study abroad programs are obligated to exercise reasonable care in the performance of all their official duties. There is no bright line rule as to what “reasonable care” means in all situations; rather, faculty members are expected to use their best judgment in deciding appropriate conduct in a given situation.

G. Personal Insurance Questions

The question of whether an employee should purchase insurance that protects against liability that might be incurred while on the job is one that each person must determine, based on his or her duties and individual needs. Given that there is a possibility of a “gap” in coverage under the state indemnification scheme, it is recommended that professional liability insurance or expanded general liability coverage be purchased if it is available at a reasonable cost.
H. Risk Avoidance Recommendations

Professors who direct study abroad programs can best protect themselves from liability by careful pre-departure planning and preparation, including clear written statements to participants of what will be required of them. Once on site, they need to remain alert to conditions and current events in the host country or region, and be aware of, and responsive to, problems that students may experience.
Appendices

**Program Development**
1. Roles and Responsibilities
2. Maymester Timeline
3. Summer Session Abroad Timeline
4. Sample Budget
5. Financial Agreement
6. Syllabus Requirements Memo

**Acceptance**
7. Guide to Reading Applications
8. Code of Conduct
9. Responsibilities of Participation: Faculty-led Programs
10. Sample Maymester Abroad Financial Responsibility Policy
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**Pre-departure**
12. Travel Card Acknowledgement
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14. Obtaining a Plane Ticket for Teaching or Assisting Abroad
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17. Study Abroad Accident/Incident Report Form
18. Misconduct Resolution Process
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**Re-entry**
20. Maymester Paper Grade Sheets and Course Instructor Survey
21. Faculty Director’s Program Report and Debrief
22. Cash Advance and Travel Card Reconciliation Guidelines
23. UT Attendance Policy
1. Roles and Responsibilities

Study Abroad Program Coordinator and International Office

- Consult with faculty member on program proposal and design
- Advise on compliance with UT policies and procedures specific to study abroad
- Advise on on-site risk factors and health and safety considerations
- Provide training for faculty and staff on IO policies and resources, program administration, risk management, health and safety, etc.
- Collaborate with on-site partners and faculty member to plan program logistics
- Collaborate with faculty to develop program budget and set program fee
- After program fee is set, manage budget and approve any proposed changes
- Determine program dates with faculty and on-site coordinator
- Identify program provider and/or other on-site partners with faculty input and following best practices of the international education field
- May visit site to assess risk factors, services, housing, etc.
- Develop program agreement with provider/onsite partner(s), negotiate pricing, and coordinate approval process
- Serve as primary contact with onsite partner(s) to coordinate logistical arrangements (itinerary, housing, excursions, etc.) on behalf of the program
- Support program promotion efforts of faculty by producing posters, fliers and catalogs and providing assistance when needed
- Participate in Study Abroad promotional efforts and information sessions to promote the program
- Update program information on the Study Abroad website
- Identify who will review student applications
- Send acceptance information to students
- Advise students through group and individual sessions
- Prepare and maintain pre-departure Canvas materials
- Coordinate pre-departure meetings and provide health/safety information and protocols
- Monitor students’ compliance with pre-departure requirements
- Manage student data and communicate with faculty and students regarding changes in enrollment, student issues, refunds, etc.
- Send program financial aid budgets for individual students to OSFS
• Ensure that students and faculty are enrolled in health insurance for the duration of program
• Store faculty self-disclosed health and US insurance information in case of an emergency
• Collect required student forms and send pertinent information to on-site partners
• Manage student billing and payment of program fee
• Process invoices and payments to on-site partners
• Process financial disbursements and reimbursements to UT faculty
• Troubleshoot with on-site coordinator and faculty abroad throughout program
• Collaborate with faculty and others to evaluate program
• Distribute and collect program evaluations from faculty and students

Faculty Director

• Develop syllabus for course
• Petition cross-listings
• Determine academically relevant excursions and/or field trips (taking into account budget and time constraints)
• Write guidelines for field activities including hours, assignments and goals
• Provide guidance regarding on-site logistics as needed
• Arrange guest lecturer(s) as desired
• Promote program within department and among colleagues by organizing information sessions, class visits, etc.
• Participate in pre-departure student orientations
• Determine eligibility, costs and job description for teaching assistant(s) as needed
• Set enrollment criteria within UT guidelines (prerequisites, minimum GPA, etc.)
• Evaluate student applications and collaborate with IO and/or academic advisor to conduct student interviews as needed
• Order textbooks or course packet
• Teach corresponding one-credit hour preparatory seminar as appropriate (e.g. some Maymester courses)
• Submit pre-departure paperwork required for university travel and applicable financial arrangements (credit card, cash advance, etc.)
• Teach course abroad and participate in/lead all excursions and program activities
• Maintain office hours on-site and be available to students to provide cultural, academic, and personal guidance and assist with cultural adjustments
• Liaise with IO and on-site staff in case of student emergencies abroad (in some cases, the faculty director will be the primary contact for emergencies abroad)
• Encourage students to complete online program evaluation (Survey Monkey)
• Obtain class evaluation forms from department/college, provide students with forms, and return them upon completion
• Assign and post student grades for course
• Write program report upon return
• Collaborate with program coordinator to evaluate program
• Submit receipts and expense report to reconcile expenses and obtain reimbursements as necessary

Colleges, Schools, and Departments

• Review and endorse program proposal, ensuring that it meets the academic standards of the University, college/school, and department
• Advise on academic matters during recruitment and registration periods
• Assist with program promotion by reserving rooms, distributing brochures and posters, and conducting info sessions
• Evaluate student applications and collaborate with faculty director and/or IO to conduct student interviews as needed
• Facilitate student registration by opening restricted courses and verifying registration in program courses
• Post courses in the university schedule and reserve classroom for one-credit hour preparatory seminar, as appropriate (some Maymester courses)
• Provide professor with paper Course Instructor Survey (CIS) forms

On-site Program Partners

• Depending on program specifics, may arrange student and/or faculty housing, classroom space, meals, local transportation, airport transfers, internet access and/or cell phones
• Assist with developing program itinerary
• Arrange and make reservations for excursions and cultural visits (tour guides, entrance tickets, hotels, transportation, meals, etc.)
• Provide required documentation for visas, when applicable
• Provide cultural and city orientation upon arrival
• Assist faculty member with leading excursions and/or field trips
• Assist faculty member with on-site emergencies (in many cases, a representative from the program provider will be the primary emergency contact on site)
• Resolve housing and other logistical issues on-site as needed
2. Maymester Timeline

The faculty director and the Study Abroad program coordinator collaborate throughout the year on the following: program proposal, program development, student recruitment, student selection, pre-departure preparation, and program evaluation.

Please note that repeating programs will simultaneously be in two different points of the program cycle, and responsibilities for the two programs overlap.

FALL SEMESTER (APPROX 18 MONTHS BEFORE DEPARTURE)

Faculty director
- Develops program proposal and consults with the appropriate program coordinator. Factors to consider include availability of on-site providers and partners, program design, costs, risks, course cross-listings, and the necessity of the 119 seminar.
- Writes proposal and obtains department chair's signature.

JANUARY

Faculty director
- Submits the new or repeat program proposal electronically and in hard copy to the IO.

MARCH

Selection committee
- Meets to evaluate the faculty-led program proposals for the following three-year cycle.

APRIL-MAY

Vice provost
- Approves programs and sends notifications to faculty, department chairs, and college deans by April 15th.

IO
- Announces Maymester Abroad courses on IO website and to Academic Counselors Association (ACA).

Program coordinator
- Works with designated representatives to finalize course information and 119 seminar information, if applicable, for posting in the university course schedule.

Faculty director
- Finalizes 119 seminar, if applicable.
- Provides brief course and destination information and photos for web, brochure and posters, including special eligibility requirements.
Faculty director and program coordinator

- Familiarize academic advisors with program so they can promote internally to students during registration advising.
- Begin collaboration:
  - For repeat programs: review past programs and determine any changes.
  - Identify program providers or institutions to provide on-site support to program.
  - Identify prospective student populations and organizations for promotion.

JUNE – EARLY AUGUST

Program coordinator

- Reviews Maymester website for content and begins program Canvas (both are updated throughout the program cycle).
- Submits requests for proposals from new partners or requests contracts from partners for repeat programs.
- Faculty director submits tentative syllabus for program Canvas, requests equipment or special classroom needs, and determines guest lecturers and course content.

Faculty director and program coordinator

- Establish program calendar, determine target number of students, decide if a T.A. or student associate is needed for the program, and discuss T.A. duties and hours.
- Distribute brochures and posters.

MID-AUGUST - SEPTEMBER

Program coordinator

- Confirms courses are in spring course schedule

Faculty director and/or program coordinator

- Meet(s) with departmental academic advisors to acquaint them with program.

Faculty director and program coordinator

- Meet with college and department representatives to finalize the program budget and decide the program fee.
- Plan timeline and locations for fall information sessions (for prospective students) and spring pre-departure orientations (for accepted students).

SEPTEMBER - OCTOBER

Program coordinator

- Responds to student inquiries about program logistics and application process.
- Holds group advising sessions and/or advising hours.
- Faculty director
- Participates in coordinated promotional and recruiting efforts by
  - Attending promotional info sessions organized with program coordinator.
  - Representing program at Study Abroad Fair in September
- Promotes internally to and through:
  - Faculty colleagues, academic advisors and student Alumni.
  - Academic advisors.
  - College/Departmental student organizations.
  - Departmental websites.
  - Class visits.
- Responds to student inquiries about course content.
• Submits credit card and cash advance paperwork, and personal information for use in case of an emergency.
Students
• Submit applications by November 1st deadline.

NOVEMBER
Faculty director
• Reads applications and selects students for conditional acceptance, identifying any special conditions (as needed), and interviews students (as needed), with assistance of program coordinator.

IO
• Determines program viability based upon enrollment and program budget.
• Registers students for Maymester course and 119 seminar as part of their spring schedule.

Program coordinator
• Notifies students of acceptance.
• Enters accepted students into program Canvas

DECEMBER
Program coordinator
• Determines program viability based upon student deposit payment and program budget.
	
Faculty director
• Attends the Maymester Kick-off event during the end of the fall semester to announce the program and meet students.
	
Faculty director and students
• Apply for passports and visas and begin travel clinic counseling and needed immunization schedules, as needed.

Students
• Pay non-refundable program deposit and begin pre-departure requirements.

JANUARY
Program coordinator
• Completes acceptance process by reviewing student grades, and removing special conditions.
• Monitors student withdrawals and manages waitlist, offering spots to waitlisted students upon availability.

Faculty director
• Conducts seminar class and/or leads pre-departure orientations for students.
• Submits request to department for travel authorization (RTA).
• Submits syllabus to department for posting on website by 1st class day of spring.
• Orders textbooks.

Students
• Schedule their required health clearance appointment with the University Health Center or personal health care practitioner.
FEBRUARY - APRIL

Program coordinator
- Confirms program logistics with on-site program partners.
- Disseminates health and safety information such as emergency contacts, insurance policies and student flight reports.

Faculty director
- Attends mandatory Health and Safety Workshop facilitated by the IO.
- Orders paper Course Instructor Surveys through department.

Faculty director and students
- Continue visa application process (if necessary) and complete other pre-departure requirements, including flight purchase.

MAY

Faculty director
- Picks up
  - Travel card from IO.
  - Cash advances from Main (if applicable).
  - Paper Course Instructor Surveys from department.
- Signs paper grade sheets at the IO.
- Purchases small gifts if appropriate or customary and/or prepares certificates of appreciation for on-site partners, guest lecturers, etc.
- Departs for program abroad.

JUNE – JULY

Faculty director
- Distributes paper Course Instructor Surveys to students at conclusion of the program and returns them to department.
- E-mails or faxes final grades to the IO within two days of the conclusion of program.

Faculty director
- Meets with program coordinator (and/or IO accountant) to
  - Evaluate program.
  - Turn in expenditure template and cash advance and travel card receipts for reconciliation.
  - Return travel card.

Faculty director, program coordinator, and students
- Evaluate program.

AUGUST - SEPTEMBER

IO
- Shares evaluation summaries with faculty director, chair and dean.
3. Summer Session Abroad Timeline

The faculty director and the International Office (IO) program coordinator collaborate throughout the year on the following: program proposal, program development, student recruitment, student selection, pre-departure preparation, and program evaluation.

Please note that repeating programs will simultaneously be in two different points of the program cycle, and responsibilities for the two programs overlap.

Fall Semester (Approx 18 Months Before Departure)

Faculty director
- Develops program proposal and consults with the appropriate program coordinator. Factors to consider include availability of on-site providers and partners, program design, costs, risks, and course cross-listings.
- Writes proposal and obtains department chair’s signature.

January

Faculty director
- Submits the new or repeat program proposal electronically and in hard copy to the IO.

March

Selection committee
- Meets to evaluate the faculty-led program proposals for the following three-year cycle.

April-May

Vice provost
- Approves programs and sends notifications to faculty, department chairs, and college deans by April 15th.

IO
- Announces Summer Session Abroad courses on IO website and to Academic Counselors Association (ACA).

Faculty director
- Provides brief course and destination information and photos for web, brochure and posters, including special eligibility requirements.

Faculty director and program coordinator
- Familiarize academic advisors with program so they can promote internally to students during registration advising.
- Begin collaboration:
  - For repeat programs: review past programs and determine any changes.
- Identify program providers or institutions to provide on-site support to program.
- Identify prospective student populations and organizations for promotion.

**JUNE – EARLY AUGUST**

**Program coordinator**
- Reviews faculty-led summer session abroad website for content and begins program Canvas (both are updated throughout the program cycle).
- Submits requests for proposals from new partners or requests contracts from partners for repeat programs.

**Faculty director**
- Submits tentative syllabus for program Canvas, requests equipment or special classroom needs, and determines guest lecturers and course content.

**Faculty director and program coordinator**
- Establish program calendar, determine target number of students, decide if a T.A. or student associate is needed for the program, and discuss T.A. duties and hours.
- Distribute publicity materials.

**MID-AUGUST - OCTOBER**

10
- Confirms courses are in summer course schedule

**Faculty director and/or program coordinator**
- Meet(s) with departmental academic advisors to acquaint them with program.

**Faculty director and program coordinator**
- Meet with college and department representatives to finalize the program budget and decide the program fee.
- Plan timeline and locations for fall information sessions (for prospective students) and spring pre-departure orientations (for accepted students).

**SEPTEMBER - OCTOBER**

**Program coordinator**
- Responds to student inquiries about program logistics and application process.
- Holds group advising sessions and/or advising hours.

**Faculty director**
- Participates in coordinated promotional and recruiting efforts by
  - Attending promotional info sessions organized with program coordinator.
  - Representing program at Study Abroad Fair in September.
- Promotes internally to and through:
  - Faculty colleagues.
  - Academic advisors.
  - College/Departmental student organizations.
  - Departmental websites.
  - Class visits.
  - Student alumni.
- Responds to student inquiries about course content.
- Submits credit card and cash advance paperwork, and personal information for use in case of an emergency.

**Students**
- Submit applications by December 1st deadline.
DECEMBER
Faculty director
- Reads applications and selects students for conditional acceptance, identifying any special conditions (as needed), and interviews students (as needed), with assistance of program coordinator.

IO
- Determines program viability based upon enrollment and program budget.

Program coordinator
- Notifies students of acceptance prior to winter break.

JANUARY
IO
- Determines program viability based upon student deposit payment and program budget.

Program coordinator
- Enters accepted students into program Canvas (community section).

Faculty director and students
- Apply for passports and visas and begin travel clinic counseling and needed immunization schedules, as needed.

Students
- Pay non-refundable program deposit and begin pre-departure requirements.
- Students schedule their required health clearance appointment with University Health Services or personal health care practitioner.

LATE JANUARY - MARCH
Program coordinator
- Monitors student withdrawals and manages waitlist, offering spots to waitlisted students upon availability.

Faculty director
- Submits request to department for travel authorization (RTA).
- Purchases flight.
- Orders textbooks.

Faculty director and program coordinator
- Conduct 2-3 pre-departure orientations.

APRIL
Program coordinator
- Confirms program logistics with on-site program partners.
- Disseminates health and safety information such as emergency contacts, insurance policies and student flight reports.

Faculty directors and students
- Continue visa application process (if necessary) and complete other pre-departure requirements.

Faculty director
- Attends mandatory Health and Safety workshop facilitated by the IO.

Students
- Register for summer courses.
MAY
Program coordinator
- Completes acceptance process by reviewing student grades and removing special conditions.
Faculty director
- Picks up
  - Travel card from IO.
  - Cash advances from Main (if applicable).
  - Paper Course Instructor Surveys from department.
- Purchases small gifts if appropriate or customary and/or prepares certificates of appreciation for on-site partners, guest lecturers, etc.
- Submits syllabus to department for posting on website by 1st class day.
- Purchases small gifts if appropriate or customary and/or prepares certificates of appreciation for on-site partners, guest lecturers, etc.

LATE MAY - AUGUST
Faculty director
- Departs for program abroad.
- Meets with program coordinator (and/or IO accountant) within two weeks of program completion to
  - Evaluate program.
  - Turn in expenditure template and cash advance and travel card receipts for reconciliation.
  - Return travel card.
Faculty director, program coordinator, and students
- Evaluate program.

AUGUST - SEPTEMBER
IO
- Shares evaluation summaries with faculty director, chair and dean.
4. SAMPLE BUDGET

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<td>Host institution (2385 Euros) x 24 students</td>
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<th>CELL PHONES</th>
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<td>Cell Phones per student (minutes not included)</td>
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</thead>
<tbody>
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<td>Ticket for Venice Biennale or the Florence Accademia per student</td>
<td>($21.75)</td>
</tr>
<tr>
<td>Misc. Expenses (gratuity, light boxes, etc.) per student</td>
<td>($50.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FIELD TRIPS / EXCURSIONS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Field trips – transportation and museum tickets per student</td>
<td>($268.37)</td>
</tr>
<tr>
<td>Field Trip 1: Hotel Roma per student</td>
<td>($493.00)</td>
</tr>
<tr>
<td>Meals for students in Rome for 4 days per student</td>
<td>($145.00)</td>
</tr>
<tr>
<td>Field Trip 2: Dinner in Florence per student</td>
<td>($29.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FACULTY COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of Airfare/Prof. John Smith</td>
<td>($1,600.00)</td>
</tr>
<tr>
<td>Housing cost for UT faculty member</td>
<td>($1,600.00)</td>
</tr>
<tr>
<td>Four nights hotel for beginning and end of program @ $125/night</td>
<td>($500.00)</td>
</tr>
<tr>
<td>Allowance (for Rome and Florence)</td>
<td>($205.00)</td>
</tr>
<tr>
<td>Cell Phone including minutes</td>
<td>($200.00)</td>
</tr>
<tr>
<td>Field trips - transportation and museum tickets</td>
<td>($268.37)</td>
</tr>
<tr>
<td>Field Trips - hotel room in Rome (4 nights)</td>
<td>($1,061.40)</td>
</tr>
</tbody>
</table>
5. Financial Agreement

Faculty-led programs are self-supported and the International Office (IO) works diligently with the faculty director to ensure a cost-effective balanced (break-even) budget while considering the academic objectives of the program. However, programs do generate small amounts of surplus or deficit due to unanticipated events such as enrollment fluctuation, volatile currency exchange, inflation abroad, or changes in logistics beyond our control. To ensure that programs function as a true and equal partnership between the IO and the department/college and to enhance budget transparency, financial responsibility is now shared between the two parties. As agreed in the program proposal, beginning in 2011, the department/college will receive ½ of any program surplus from the IO or reimburse the IO for ½ of any deficit.

The following guidelines have been developed to increase transparency of the budgeting process and the accounting of program balance.

- In fall of each year, the IO will meet with the department/college to determine the budget and break-even enrollment number and to set the program fee.

- Programs may be canceled if they do not meet the break-even enrollment which is determined at the application deadline and deposit deadline. If a program does not meet the break-even enrollment at either of these points, the IO will notify the faculty director and give the department/college the opportunity to determine if it is willing to solely subsidize the program loss. Regardless of the break-even number, a minimum of 12 students for new programs and 15 students for repeat programs is required to run a cost effective program.

- If the deposit deadline has passed and enrollment drops below the break-even number, the program will not be canceled, but any financial losses as a result will be shared evenly with the department/college.

- Upon signing this agreement, the department/college will only be notified of changes made to the budget by the faculty director or the IO if it will result in a deficit or upon request.

- The program balance is determined as follows:

  1) Final accounting and reporting will be made after all income has been collected and expenses paid including IO fees. This can take several months after the completion of the program. An estimated program balance can be determined upon request if final reconciliation will take some time.
2) Revenues from student financial penalty will be applied in the following order: 1) penalty from vendor, 2) non-refundable deposit to IO, 3) IO expenses. Any remaining financial penalty revenue will become part of the calculation of the program balance.

3) Emergencies abroad have financial implications. The IO will indicate whether or not a particular situation is an emergency. In general, an emergency is unanticipated, urgent, affects the operation of the program, and affects the health or safety of program participants. In the case of emergencies or unanticipated events before or during the program, any program balance remaining will be used to offset expenses associated with these circumstances. To the extent possible, the department/college will be consulted prior to committing program funds.

Program Name and Location: ____________________________
Program Term(s): ______________________________________
Program Fee: ___________________________________________
Break-even Enrollment: _________________________________
Faculty Leader(s): ______________________________________ Department/College: _____________
Account #: ____________________________________________
Account Contact Name: _________________________________
Signature (Chair or Signature Authority Rep): _____________
Date____________________
6. SYLLABUS REQUIREMENTS MEMO

TO: All Instructional Faculty

FROM: Gretchen Ritter, Vice Provost for Undergraduate Education and Faculty Governance

DATE: May 10, 2010

SUBJECT: Requirement to Provide a Course Syllabus by First Meeting Day of All Classes

On June 13, 2007 President Powers approved a section of the Educational Policy Committee Proposal to Improve Course Availability for Undergraduates (D 3835 -3837) requiring that faculty provide students a course syllabus by the first meeting day of all classes. In addition, the state legislature (HB 2504) recently adopted new requirements concerning the need to make course syllabi publicly available on the University’s website. In response to these mandates, this memorandum specifies the University’s policy on providing and posting course syllabi.

The syllabus must contain the following items:

- The course number and title
- The instructor’s name, office location, and office hours*
- If there are teaching assistants for the class, their names, office locations, and office hours*
- An overview of the class, including prerequisites, the subject matter of each lecture or discussion, as well as the academic/learning goals for the course and how they will be assessed
- Grading policy, including whether attendance is used in determining the course grade
- A brief descriptive overview of all major course requirements and assignments, along with the dates of exams and assignments that count for 20 percent or more of the class grade
- A list of required and recommended materials, such as textbooks, image collections, audio and audiovisual materials, supplies, articles, chapters, and excerpts as appropriate, identified by author, title and publisher.
- Final exam date and time (when available)
- The class web site, if any
- A notice that students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 471-6259, http://www.utexas.edu/diversity/ddce/ssd/
*Listing of office hours and location is not required for the publicly available version of the syllabus.

**Recommended Materials:**

In addition, we recommend that faculty include the following information on their course syllabi:

A notice regarding academic dishonesty. UT Honor Code (or statement of ethics) and an explanation or example of what constitutes plagiarism (Link to University Honor Code: [http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html](http://registrar.utexas.edu/catalogs/gi09-10/ch01/index.html))

A notice regarding accommodations for religious holidays. (Sample statement—“By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.”)

For additional suggested templates and guidance on writing an effective syllabus, please refer instructors to materials available on the DIIA website: [http://www.utexas.edu/academic/diia/teaching/](http://www.utexas.edu/academic/diia/teaching/)

**Posting Syllabi:**

Additionally, instructors need to provide a copy of their syllabus for each organized course (or section thereof) they teach to their home department or office (and any cross-listing departments or centers) by the first day of class. All class syllabi for undergraduate courses should be provided in electronic form in a PDF file format (created from a word processing package such as MS Word - the PDF should NOT be created from a scanned image or fax). These PDF syllabi will be posted to the respective class via the Registrar’s Office Class Manager System or Information Management and Analysis’ FaSET System by the seventh class day. Note that if multiple sections of a course use an identical syllabus with identical assignments and readings, only one syllabus shall be posted for the course.

If you have any questions about this policy memorandum, please contact Diana Hernandez, 232-4231.
8. GUIDE TO READING APPLICATIONS

Study Abroad Office
Guide to Reading Student Applications in the My SAO Portal

Step One: Log on to:
https://utdirect.utexas.edu/student/abroad/shared.start.WBX

Step Two: Select your program using the pull down menus.

Study Abroad Faculty / Staff Portal

Please select the program code and the semester and session below of the faculty led study abroad program for which you would like to view data, then press the "Continue" button.

Select your Faculty Led Program:

MAYMESTER ABROAD (BIOLOGY) 1555210

Select the Semester of your Faculty Led Program:

Spring 2016

Select the Session of your Faculty Led Program:

Maymester

Note: Select Long session for Spring or Fall. Whole, First or Second session for Summer; Maymester or Wintermester as appropriate

Step Three: Use the Student Roster to read applications.
Click a radio button then scroll to the bottom of the page and click "Get Student Application".

Only applications in "PENDING" status should be reviewed. All other status indicate that an application is incomplete.

To Review Applications:
Select the student above and click "Get Student Application".
Step Four: Review of Application Data - Recommending an Applicant
Review the information presented, including reading the essay and referencing the transcript. Using the Faculty Reviewer’s Acceptance Recommendation section, mark your recommendation. Listing a comment is optional but may be useful. Repeat this process until all applications have been reviewed. NOTE: students cannot see your recommendation or comment. Only the program coordinator you are working with can see this information.

**Faculty Reviewer’s Acceptance Recommendation**

The recommendation you list below is for internal processing purposes only. Students are not able to view your recommendation; nor is this official application status triggered by your recommendation. C.GEO Abroad Advisors will work closely with the lead program director to process the official program participation notices to the students.

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Accept</th>
<th>Conditionally Accept</th>
<th>Deny</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit update

Step Five: Inform your program coordinator that you are finished reviewing applications.

| Erica Katz | erica@Austin.utexas.edu |
| Melissa Sassi | msassi@Austin.utexas.edu |
| Helena Wilkins | helena@Austin.utexas.edu |

Technical Difficulties: Contact Heather Thompson at heatherm@Austin.utexas.edu

Updated: September 9, 2008
All students at The University of Texas at Austin are bound by the Institutional Rules on Student Services and Activities given in The General Information Catalog. Regulations and procedures regarding student discipline and conduct are set forth in Chapter 11 of the Institutional Rules. These institutional rules are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students.

Students who participate in University of Texas at Austin study abroad programs are representatives of The University and their country for the duration of their time on the program. The student will conduct him/herself appropriately and respectfully, and understands that misconduct abroad can lead to withdrawal from the program and a return home to the US at the student’s own expense, with no refund. Upon the student’s return to The University, the Office of the Dean of Students may also initiate disciplinary action.

Misconduct abroad refers to student’s actions that violate the standards set forth in this document, as well as conduct that jeopardizes the Student’s own welfare or that of fellow students and/or the program itself. Such actions include, but are not limited to, the following activities and behavior, from which the student agrees to refrain.

I, as a participant in University of Texas at Austin study abroad programs, agree to refrain from the following activities and behavior:

- Violence against others. This is defined as striking or doing any other physical harm to another.
- Verbal abuse of faculty, staff, individuals employed by or facilitating any aspect of the program, or students.
- Obstruction of UT or host university classes or obstruction of other UT or host university activities.
- Theft of or vandalism to property.
• Unauthorized entry to or use of UT or host university facilities or technology.

• Disorderly, disruptive, threatening or intimidating conduct, gestures or actions.

• Violations of residential guidelines and/or rules established by hosts, including, but not limited to, unauthorized overnight guests, excessive noise, rowdy conduct, and drunkenness.

• Criminal behavior or violation of local laws.

• Violation of any policies contained in this document, the Responsibilities of Participation document, and/or orientation materials or sessions.

• Failure to follow the guidelines, directives, timetables, and instructions of program staff or faculty members, including staff of the UT International Office, UT faculty and staff abroad, and host institution faculty and staff.

• Falsification or alteration of academic or personal records, including, but not limited to, any unauthorized alteration of transcripts or grade reports, any verbal or written misrepresentation of student records.

• Academic dishonesty, which may include cheating or plagiarism. Academic dishonesty may be defined differently at different institutions and in different countries; it is your responsibility to learn and abide by the rules of the host institution or program in which you are enrolled.

• Self-endangerment, including involvement in activities or behavior that could result in personal harm, including, but not limited to, frequenting of dangerous places, association with criminals, repeated intoxication, etc.

• Violation of the alcohol and drug policies as set forth by the Rules and Regulations of the Board of Regents of The University of Texas System.

By clicking "I agree", I acknowledge/confirm that I have carefully read each of the statements and conditions set forth above in the Responsibilities of Participation and Code of Conduct.
9. RESPONSIBILITIES OF PARTICIPATION

FACULTY-LED PROGRAMS

I pledge to be a good representative of The University of Texas at Austin while participating in my study abroad program. I understand that my participation is contingent upon satisfying all conditions listed below:

- I have verified my eligibility, and I meet all course prerequisites for my study abroad program.
- I will maintain good academic and disciplinary standing.
- I will register at UT and pay the appropriate registration fee.
- I will attend the mandatory pre-departure orientation sessions.
- I understand that I am expected to follow the regular schedule of classes and participate in them fully, to the best of my ability.
- I acknowledge that the University of Texas is not liable for my whereabouts or actions during travel not associated with the program.

I understand that the University reserves the right to decline to accept or retain me in the program at any time should my actions or general behavior impede the operation of the program or the rights or welfare of any person in the judgment and discretion of University officials or their agents or designees. Similarly, if my conduct violates any policy or procedure of the University or of any host institution or entity, I understand that I may be required to leave the program at the sole discretion of the University’s agents and representatives, and may be referred to the appropriate University officials for further disciplinary or other action. In such an event, no refund will be made for any unused portion of the program. The University reserves the right, in its sole discretion, to cancel the program or any aspect thereof prior to departure; and, in the University’s sole discretion, to cancel the Program or any aspect thereof after departure, requiring that all participants return to the United States, if the University determines or believes that any person is or will be in danger if the program or any aspect thereof is continued. I understand that if I have been required to leave the program, the university will not refund any tuition or program fees that I have paid, and that I may be held liable for any scholarships, grants or loans awarded for the program.
10. Sample Maymester Abroad Financial Responsibility Policy

International Office
Financial Responsibility Policy Maymester 2014

Payment Due Dates for Program Fee (Deposit plus Program Balance):

Non-Refundable Deposit of $300: December 10, 2013
Program Balance: February 20, 2014
Additional Financial Penalty: February 21, 2014 (See penalty schedule below)

1. The study abroad program fee, which includes a $300 non-refundable deposit, will be posted on the What I Owe page shortly after acceptance. The $300 non-refundable deposit is due by December 10, 2013 and non-payment of the full deposit will result in the student being dropped from the program.

2. After payment of deposit, a student must withdraw from the program by the 12th class day to avoid additional financial penalty. To withdraw from the program, please go to at https://utdirect.utexas.edu/io/bus/bill/student_withdrawal.WBX to self-withdraw or notify the study abroad program coordinator in writing. Students are also responsible for dropping their course(s) in accordance with the University's registration procedures.

3. The program balance will be posted on the What I Owe page shortly after the 12th class day and will be due by February 20th. Unless the program fee has been deferred to financial aid, failure to pay by the due date may result in the student losing their place in the program. Please contact the study program coordinator if the payment deadline cannot be met.
4. A student who withdraws after the 12th class day must notify the study abroad program coordinator in writing. Additionally, the student will owe the following program fee regardless of whether the student has or has not paid. Program budgetary commitments and decisions are made on the basis of student enrollment. Therefore, a student will be liable, barred, and responsible for the payment of the bill posted on the “What I Owe” page.

**Withdraw Schedule Financial Penalty on the Study Abroad Program Fee**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Penalty Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 21 to February 28, 2014</td>
<td>20% of program fee</td>
</tr>
<tr>
<td>March 1 to March 9, 2014</td>
<td>30% of program fee</td>
</tr>
<tr>
<td>March 10 to March 19, 2014</td>
<td>50% of program fee</td>
</tr>
<tr>
<td>March 20 to March 31, 2014</td>
<td>75% of program fee</td>
</tr>
<tr>
<td>April 1st and after</td>
<td>100% of program fee</td>
</tr>
</tbody>
</table>

5. Students receiving financial aid may defer their program fee payment at [https://utdirect.utexas.edu/io/bus/bill/student_deferral.WBX](https://utdirect.utexas.edu/io/bus/bill/student_deferral.WBX). Students whose financial aid does not completely cover their program fee are responsible for the balance immediately following their disbursement.

6. In addition to the liability of the study abroad program fee, the student is responsible for payment of University tuition and fees in accordance with the policy found in the University’s course schedule.

7. If a student is dismissed from a program, no refund will be given.

8. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, the University of Texas at Austin will **not** be able to provide refunds for any expenses incurred or having to do with air travel, accommodations, food, books/supplies or miscellaneous costs of living overseas borne by the student and not included in the program fee. Students are advised to investigate the coverage and cost of a Travel Insurance Policy that might cover some of those costs.
9. In the event of non-enrollment in the program due to withdrawal, dismissal, program
cancellation, or other reasons, students that receive Federal Title IV financial aid funds will be
subject to the Office of Student Financial Services stated withdrawal policies. Students who
received Title IV funds must be aware that some of the aid released may be required to be
returned. The amounts returned to the specific aid programs will be calculated according to the
provisions in the Higher Education Amendments of 1998. Students can review the official
procedures and recalculation schedules by consulting this web site specific information:
http://finaid.utexas.edu/process/maintain/withdraw.html.
11. Sample Summer Session Abroad Financial Responsibility Policy

International Office
Financial Responsibility Policy Summer 2014

Payment Due Dates for Program Fee (Deposit plus Program Balance):

Non-Refundable Deposit of $300: January 17, 2014
Program Balance: May 1, 2014
Additional Financial Penalty: March 1, 2014 (See penalty schedule below)

1. The study abroad program fee, which includes a $300 non-refundable deposit, will be posted on the “What I Owe Page” shortly after acceptance. The $300 non-refundable deposit is due by January 17, 2014 and non-payment of the full deposit will result in the student being dropped from the program.

2. After payment of deposit, a student must withdraw from the program by February 28th to avoid additional financial penalty. To withdraw from the program, please go to at https://utdirect.utexas.edu/io/bus/bill/student_withdrawal.WBX to self-withdraw or notify the study abroad program coordinator in writing. Students are also responsible for dropping their course(s) in accordance with the University’s registration procedures.

3. The program balance will be posted on the “What I Owe Page” shortly after the 12th class day and will be due by May 1st. Unless the program fee has been deferred to financial aid, failure to pay by the due date may result in the student losing their place in the program. Please contact the study program coordinator if the payment deadline cannot be met.
4. A student who withdraws after February 28th will owe the following program fee regardless of whether the student has or has not paid. Program budgetary commitments and decisions are made on the basis of student enrollment. Therefore, a student will be liable, barred, and responsible for the payment of the bill posted on the “What I Owe” page.

Withdraw Schedule Financial Penalty on the Study Abroad Program Fee

March 1 to March 14, 2014 20% of program fee
March 15 to March 31, 2014 30% of program fee
April 1 to April 15, 2014 50% of program fee
April 16 to April 30, 2014 75% of program fee
May 1 and after 100% of program fee

5. Students receiving financial aid may defer their program fee payment at https://utdirect.utexas.edu/io/bus/bill/student_deferral.WBX. Students whose financial aid does not completely cover their program fee are responsible for the balance immediately following their disbursement.

6. In addition to the liability of the study abroad program fee, the student is responsible for payment of University tuition and fees in accordance with the policy found in the University’s course schedule.

7. If a student is dismissed from a program, no refund will be given.

8. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, the University of Texas at Austin will not be able to provide refunds for any expenses incurred or having to do with air travel, accommodations, food, books/supplies or miscellaneous costs of living overseas borne by the student and not included in the program fee. Students are advised to investigate the coverage and cost of a Travel Insurance Policy that might cover some of those costs.
9. In the event of non-enrollment in the program due to withdrawal, dismissal, program cancellation, or other reasons, students that receive Federal Title IV financial aid funds will be subject to the Office of Student Financial Services stated withdrawal policies. Students who received Title IV funds must be aware that some of the aid released may be required to be returned. The amounts returned to the specific aid programs will be calculated according to the provisions in the Higher Education Amendments of 1998. Students can review the official procedures and recalculation schedules by consulting this web site specific information: http://finaid.utexas.edu/process/maintain/withdraw.html.
12. TRAVEL CARD ACKNOWLEDGEMENT

I am a faculty or staff member of The University of Texas at Austin. I will be the sponsor of a University group business trip. Upon receipt of the travel card, I agree to adhere to the following University and International Office policy.

- Use of the card is limited to travel charges for official university business related to student groups as preauthorized by the International Office. Personal charges are not allowed.
- Card use is allowed when the group begins travel. Pre-program expenses are NOT allowed on this credit card.
- Use of the card in an emergency situation is only allowed when other resources are not available or accepted at the point of service. The card is a financial resource of last resort.
- Any medical expenses incurred on the card will need to be repaid to the University.
- Use of the card to purchase goods or services for unanticipated expenses of over $300 for the entire program needs to be approved by the International Office.
- Charges at certain merchants, such as retail establishments, are capped at $500 per cycle by the bank.
- Obtain receipts for all expenses.
- Assistance with problems to the card can be obtained by calling the bank (# located in back of card), Lee Loden, UT Travel Management Director at 512-471-6641, lee.loden@austin.utexas.edu or Larry Phu, IO Director of Finance and Administration at 512-471-2450, phu@austin.utexas.edu.

Your access code is the four digits provided to you with the card (and the last four digits of the telephone number provided on your credit card application). The bank does not have your SSN on file.

Within two weeks upon my return from the program, I will meet with the International Office to account for all receipts and expenses incurred on the card. Unauthorized or unrelated University expenses will be my responsibility.
13. Cash Advance Acknowledgement

I am a faculty or staff member of The University of Texas at Austin. I will be the sponsor of a University group business trip. Upon receipt of my cash advance, I agree to adhere to the following University and International Office policy.

- Use of the cash advance is limited to travel charges related to University business as preauthorized by the International Office.

- The cash advance should not be used prior to program commencement.

- Use of the cash in an emergency situation is only allowed when other resources are not available or accepted at the point of service. The cash advance is a financial resource of last resort.

- Any medical expenses paid by the cash advance will need to be repaid to the University.

- Use of the cash advance to purchase goods or services for unanticipated expenses of over $300 for the entire program needs to be approved by the International Office.

- Obtain receipts for all expenses, unless exceptions have been agreed upon with the International Office.

- The cash advance is budgeted using a conservative exchange rate; any surplus resulting from a favorable change in currency exchange rates is expected to be returned to the International Office, unless approval has been granted to spend the surplus on program activities.

Within two weeks after my return from the program, I will meet with the International Office to account for all expenses and remaining cash balance. Unauthorized or unrelated University expenses will be my responsibility.
14. Obtaining a Plane Ticket
for Teaching or Assisting Abroad (not site visit)

Step 1. University policy requires you to arrange your airfare through Anthony Travel or Corporate Travel Planners. Contact these travel agencies to request quotes.

https://www.utexas.edu/travel/agency_contacts.php

If your ticket will go over the budgeted amount, please contact your program coordinator.

Step 2. Once you are ready to book your flight, you should make a request to travel with your department (RTA form), following your departmental policies.

Step 3. Your department will process your travel request electronically in *DEFINE using the International Office’s account number, 19-0265-9551. This process will generate a doc id number. Please have your department encumber only $1.

Step 4. You or your department will need to give the document id number (doc id #) to Anthony Travel or Corporate Travel Planners to pay for the plane ticket. Please keep in mind that the electronic document must receive all of the necessary approvals in accordance with your college/school’s travel request policy in order for the document id to be accepted by the travel agency. Please plan well in advance of your travel to get the best price and to ensure all necessary approvals.

Step 5: Please send your confirmed itinerary to your program coordinator.

Note: If a portion of your flight is for travel outside the designated headquarters (Austin and program location), the International Office will only cover the amount that would have been incurred had the flight been for travel to and from headquarters. You will need to reimburse the International Office for the difference if it is for personal reason or your department will need to reimburse the International Office if it’s for departmental business. You should include a comparison of airfares and show the difference.
15. PRE-DEPARTURE ORIENTATIONS

Pre-departure orientations are facilitated by the faculty director and program coordinator for each program. Programs usually have three sessions of one to one and a half hours long. A suggested order, including important topics to include, is listed below. To ensure that all topics are included, the faculty director and program coordinator should discuss the topics in advance and decide who will cover each one.

SESSION ONE

Academic Guidelines

☐ Syllabus
☐ Textbooks
☐ Technology requirements (laptops, programs, etc.)
☐ Course materials

Schedule

☐ Typical daily activities
☐ Excursion calendar

Money Matters

☐ Financial Responsibilities Policy
☐ Financial aid and scholarships disbursements
☐ Financial aid budget and estimated expenses
☐ Emergency funds

Health and Safety

☐ Health clearance
☐ Immunizations
☐ Medications (prescription and non-prescription)

Pre-departure Materials

☐ MyIO Portal
☐ Required documents
☐ Deadlines
☐ Passport and visas (if applicable)
☐ Instructions for purchasing flights
  - Encourage students to discuss travel plans after session
SESSION TWO

Cultural Orientation

☐ Language and culture
☐ History, geography, and local/national government
☐ Food, dress, culturally appropriate behavior
☐ Local issues, such as racism, sexual orientation, gender roles
☐ Culture shock, cultural adaptation

Behavior Expectations

☐ Code of Conduct
☐ Responsibilities of Participation
☐ Faculty guidelines for behavior
☐ Drug and alcohol policies

Student Housing

☐ What to expect (kitchen and laundry facilities, space, etc.)
☐ Cultural considerations
SESSION THREE

Health and Safety

☐ Resources (International SOS, international health insurance, ISIC)
☐ Emergency contact information, including local emergency numbers
☐ Staying safe abroad (alcohol, travel safety, awareness of surroundings, location specific concerns, etc.)
☐ US State Department guidelines

International Travel

☐ Passport and visa (if applicable)
☐ On-site arrival instructions (airport pick-up or directions for travel to housing or designated meeting place)

Communication

☐ Cell phones
☐ International calling
☐ Internet access
☐ Overseas contact information

Packing

☐ Climate and appropriate clothing
☐ Electrical appliances, adapters, and/or converters
☐ Medications
☐ Photocopies of passport, credit cards, prescriptions, contact information
☐ Special course materials

Money Matters

☐ Currency exchange
☐ Accessing money abroad (ATMs, credit cards, etc.)
☐ Estimated cost of living in host country
ON-SITE ORIENTATION

The on-site orientation is generally facilitated by the faculty director and on-site program partners. A thorough review of applicable pre-departure topics should be included, as well as the following:

- Guided city tour
- Local transportation and maps
- Currency exchange
- Post offices, banks, and telephone services
- Pharmacies, hospitals, and clinics
- Local points of interest
- Health and safety
- Emergency contact information
- Culture shock
16. Visa Policy

Understanding visa requirements, applying for, and making payment to obtain a visa is the sole responsibility of the student.

The International Office (IO) recognizes that assisting students with understanding visa requirements for international educational opportunities is an essential part of the student advising process.

IO program coordinators will guide students to understand visa requirements at key points during the advising process. This information may be conveyed to students in the form of verbal communication, printed handouts or online resources.

IO staff members will not engage in obtaining a visa on a student or group of students’ behalf. The IO will not batch process visas, mail visa applications, or travel to a consulate or embassy on behalf of a student or group of students.

In some cases, the IO may advise students to use a visa processing agent. As the University does not contract with any one visa agency, it is up to the student to use his or her own judgment in selecting an agency. A list of possible agencies may be distributed to the student as a resource.

By taking this approach, the IO seeks to minimize student and parent frustration by empowering the student to obtain the necessary entry permit on his or her own behalf. Furthermore, this policy minimizes the University’s liability for visas not obtained in a timely manner and reduces financial loss to the university if processing is delayed or goes astray.

The University reserves the right to detour from this policy if a particular country, consulate or embassy warrants University-level intervention. The decision to detour from the policy stated above must be approved by the director of the International Office.
# 17. STUDY ABROAD ACCIDENT/INCIDENT REPORT FORM

**ISOS Case #:**

**Name:**

**Location of incident:**

**EID:**

**Date of incident:**

**Email:**

**Time of incident:**

**Phone #(#s):**

**Program name/code:**

### Initial Report

**Means reported:** *(ex: phone, email, text, in person, etc.)*

**By whom reported:** *(ex: student, staff, parent, ISOS, etc.)*

**To whom reported:**

### Other Individuals Involved in Incident

**Others involved:**

**Contact details:**

### UT Incident Manager

**Name:**

**EID:**

**Cell phone:**

**Email:**

### 3rd Party Incident Manager (e.g., CIEE)

**Name:**

**Affiliation:**

**Cell phone:**

**Email:**

### University Compliance Services

<table>
<thead>
<tr>
<th>Is this a “significant event” (i.e., hospitalization, aggravated assault, sexual assault, death, serious injury, arrest, evacuation, or other news-worthy event)?</th>
<th>☐ Yes</th>
<th>☐ No</th>
<th>☐ Not sure</th>
</tr>
</thead>
</table>

If yes, the Risk Analyst (Erin Wolf) must contact University Compliance Services. Incident managers should notify the Risk Analyst immediately (512-669-8488). Insert date/time of UCS reporting here:

### Details of Incident (Chronological account)
<table>
<thead>
<tr>
<th>Actions Needed/Taken, and by Whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Updates (Chronological updates)</td>
</tr>
</tbody>
</table>

Save file as: “lastnameccyys.docx”; example “smith20099.docx”
Send to program coordinator upon creation and immediately following any update.
18. MISCONDUCT RESOLUTION PROCESS

This document outlines the process and procedures governing the resolution of student misconduct occurring during study abroad programs officially associated with the University of Texas at Austin. While the University’s student disciplinary process is contained in Chapter 11 of the Institutional Rules on Student Services and Activities, the policies and procedures set forth in this document are necessary to resolve student misconduct occurring in foreign countries due to both the short duration of student abroad programs and the far-reaching implications of student behavior occurring outside the US.

Because study abroad is academic in nature, all aspects of the program and program participation fall under the authority of the Vice Provost for International Programs, with the International Office (IO) acting in these situations as his/her designee. While the IO has authority to take immediate disciplinary action, as dictated by this document, for misconduct occurring during study abroad programs, cases of student misconduct may be referred to the Office of the Dean of Students for the imposition of additional sanctions as detailed in Chapter 11 of the Institutional Rules on Student Services and Activities.

The disciplinary process contained in this document will be initiated when a student is suspected of violating any of the following rules, laws, or policies:

- The University's expectations for conduct as dictated by Subchapter 11-800 of the Institutional Rules;
- A provision included in the Study Abroad Code of Conduct;
- Any rule, regulation or expectation for conduct established by the Host Institution; and
- Any municipal, regional, or country law and/or statute applicable to the program’s location.

For the purposes of this document, the terms “student” and “participant” include any individual enrolled at UT Austin in a study abroad program officially associated with the University.

The Program Representative may take the following actions:
**Verbal Warning:** Program Representatives may issue a verbal warning if they observe or have determined that a student’s behavior is not in accord with the rules, laws, or policies identified above. The Program Representative should have a frank discussion with the student regarding expectations and consequences. Upon determining that the student is in violation, the Program Representative may issue a verbal warning that includes the likelihood that more severe disciplinary action will be taken if further violations follow.

The Program Representative will email a notice of this warning to the IO and copy the student on this correspondence.

**Written warning:** Upon determining that the student is in violation, the Program Representative may issue a written warning. While written warnings typically occur in situations where a student has engaged in misconduct following a verbal warning, they can be issued for first violations when deemed appropriate. Written warnings constitute notice that a student’s behavior is unacceptable and that further violations will result in the student’s dismissal from the program. If deemed necessary, the Program Representative may restrict the activities of the student if such activities are directly related to the violation at issue. Program Representatives are encouraged to work with the IO in composing the written warning.

A written warning should include:

- Date and time that written warning was communicated.
- Location.
- Detailed description of the undesired behavior, and why it was considered inappropriate.
- Clearly stated expectations and consequences (including restricted activities, if applicable) that will remain in effect for the duration of the program.
- Indication that this is the final warning and any continuation of the undesirable behavior will result in immediate dismissal with possible financial penalties, including but not limited to loss of any program fees paid may be required to reimburse UT Austin for financial aid received.
Written Warnings, whenever possible, should be faxed or otherwise communicated to the IO within 24 hours of the occurrence. The IO may distribute the information to other campus units as appropriate.

**Dismissal from the study abroad program:** A participant may be dismissed from a study abroad program if he/she either fails to meet the conditions of a prior Written Warning or commits a violation warranting immediate dismissal. Behaviors which may lead to dismissal include, but are not limited to: academic misconduct, eviction from housing on grounds of inappropriate conduct, exceeding the number of unexcused absences from class allowed for the program, destruction of property, posing a safety hazard to oneself or others, and/or criminal conduct.

If, after the investigation and disciplinary conference, the Program Representative believes that dismissal is appropriate, he/she will contact the IO to discuss the situation and receive authorization to proceed. The IO may conduct an independent investigation of the incident and may request additional information.

If a decision to dismiss the student from the program is made, the Program Representative will issue a Dismissal Notice to the student. The Dismissal Notice should state the study abroad conduct violation(s) and notify the student that he/she is no longer considered a participant in the program and must leave the contracted housing by a designated date and time. The Program Representative should have the student sign a statement indicating that he/she understands that he/she is no longer a participant in the student abroad program. If the student refuses to sign the statement, the Program Representative should have a witness sign a statement indicating that the student has been verbally informed of the dismissal but refuses to sign the statement.

**Sample acknowledgement statement:**

“I understand that due to my inappropriate behavior in violation of the Study Abroad Code of Conduct that I signed upon acceptance into the program. I am no longer eligible to participate in this program. I understand that effective immediately I am no longer a study abroad participant under the sponsorship of The University of Texas at Austin and that my insurance coverage will be terminated in three days.”
The Program Representative will fax or scan the signed acknowledgement statement to the IO within 48 hours. The IO will be responsible for informing any other appropriate campus offices or officials. Although dismissal from a study abroad program does not constitute dismissal from The University, The University may elect to impose additional sanctions pursuant to Chapter 11 of the Institutional Rules.

If a student from another institution is attending a UT Austin study abroad program and is subject to disciplinary action while in the program, the student’s home institution will also be notified.

**Appeal:** The accused student may appeal the misconduct resolution decision and/or sanction assessed by the Program Representative by submitting a written appeal to the Vice Provost for International Programs within 24 hours from the time the misconduct resolution was communicated. The written appeal must state the specific reasons for the appeal and must include any related argument, including relevant documents or witness statements. The Vice Provost for International Programs may approve, reject, or modify the misconduct resolution decision or sanction(s) in question. Before making a decision on the appeal, the Vice Provost for International Programs may, at his/her discretion, communicate with the Program Representative, the accused student, or any witnesses by phone. The action of the Vice Provost for International Programs should be communicated in writing to the accused student, Program Representative, and IO Director within 24 hours of receiving the accused student’s written appeal – the Vice Provost may take additional time in making a decision on the appeal if justified by the circumstances. If the accused student’s appeal is received over a weekend or university holiday, the Vice Provost for International Programs’ decision will be communicated by the close of business on the next full workday. The decision of the Vice Provost for International Programs will be final.

In circumstances where a student is appealing the Program Representative’s decision to dismiss the student from the student abroad program, the Program Representative may, at his/her discretion, ban the student’s presence from any premises directly affiliated with the student abroad program until such time as the appeal is resolved by the Vice Provost for International Programs. If the student is removed from housing affiliated with the study abroad program during the appeal period, the student will be required to find alternative housing at his/her personal expense.
Consequences of Dismissal

Upon issuance of a Dismissal Notice, the student’s participation in the study abroad program shall be concluded immediately. Dismissal of a student from the program shall not diminish or otherwise affect the student’s obligation to make any and all payments to UT Austin and/or the program provider. Dismissal from the program will result in grades of F being assigned to all coursework for a faculty-led program participant and may result in an obit of the official registration record (e.g. student’s registration deleted for the applicable term) or withdrawal from the applicable term for an exchange or affiliated program participant.

In addition, the student will not be entitled to a refund of fees, may be required to reimburse UT Austin for financial aid received, and is responsible for all non-recoverable costs incurred by the host institution as well as personal financial obligations, e.g., utility bills, rent. A student’s registration at UT Austin may be blocked pending fulfillment of all such financial obligations and/or disciplinary action. Once a student has been dismissed from the program, he/she shall be required to absent him/herself from all premises used by the program for the duration of the program and return to the United States at his or her own expense.
19. AHP INSURANCE POLICY 2013

Study Abroad Plan

This is a description of coverage for:

2012-2013

The University of Texas System

GLMM040066301-12

Underwritten by AHP American Insurance Company (Hereafter referred to as "The Company")

Eligibility

Participants in the Study Abroad plan must be enrolled at the University as a student and engaged in academic or research activities of the University outside of the United States and their Home Country. Eligible participants may be insured only under one of the following classifications of Eligibility:

1. Citizens, Permanent Residents of the United States, or International Students: All Faculty, Staff members, and Alumni of the University who are traveling with a Fall 1 semester, temporarily participating in activities sponsored, or participating Organization while abroad of the United States and their Home Country. Such persons in one of the Classes of Eligibility, above are eligible to be covered by Policy Effective Date, or the day after the first day of the policy.

2. Medical Emergency coverage is available to participants who have been insured by the University, Academic Health Plans, or a Health Insurance Plan for the duration of the policy.

Period of Coverage

Coverage will begin at 12:01 a.m. local time on the date of the following:

a. the date your enrollment is completed;

b. the date your enrollment is completed and you are covered under the policy.

Any children born to you and your spouse while you are covered under this plan will be insured from the time of birth. Coverage can be rescinded 90 days after the date of birth unless the Company receives notification of the birth.

Definitions

Home Country: means a country from which the Covered Person holds a passport. If the Covered Person holds a passport from more than one country, the Home Country will be the country that he or she has declared to The Company in writing or by letter to the Home Country. Home Country also includes the Covered Person's Country of Permanent Assignment or Country of Permanent Residence.

Injury means an accident directly and independently from all other causes from a Covered Accident. The injury must be caused solely through external, violent, and accidental means. All injuries must be reported by a physician to ensure Covered Accident, including all related conditions and resultant symptoms of these injuries, or a single injury.

Medical Emergency: means a condition caused by an injury or illness that requires treatment by a physician and includes symptoms of sufficient severity that a prudent person, possessing an average knowledge of health and medicine would reasonably expect that further treatment by a physician, if not received, would have resulted in placement of the participant in serious jeopardy.

Medical Necessity: means a treatment, service, or supply that is: 1) required to treat a medical condition; 2) prescribed or ordered by a Doctor or Physician; 3) performed in accordance with the Covered Person's condition; and 4) consistent with the medical and surgical practices prevailing in the area for the treatment of this condition at the time received. Such treatment, service, or supply may not be Medically Necessary if it is less than or more than the treatment, service, or supply of a covered person.

Medical Expense Benefits:

A covered expense includes any cost that is incurred for covered expenses up to a maximum of $25,000. The Covered Expenses include but are not limited to:

1. Hospital stays;
2. Emergency room visits;
3. Hospitalization;
4. Surgery;
5. Emergency transportation;
6. Observation;
7. Emergency medical services.
8. Hospital expenses.

Covered Expenses:

To be considered a covered expense under this Plan, costs must have been incurred for medical care within 30 days of a covered illness or injury outside of the United States. The Covered Expenses will not be reimbursed for services provided to Covered Persons under this policy on the day of the accident or emergency room visits.

The Company reserves the right to modify, suspend, or cancel the policy at any time. The Company may change the premium and deductible without notice to the policyholder.

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"Quantumm" means the Covered Person is forced into medical studies by a governmental body, a recognized authority, or an established authority, and is required to undergo testing, medical treatment, or other procedures related to the Covered Person’s health condition.

Reparation of Remains Benefit
The Company will pay 100% of covered expenses for preparation and return of a covered person’s body to his or her home if he or she dies as a result of a Covered Accident while traveling on a covered trip. Covered expenses include: 1) expenses for embalming or cremation; 2) the least commodious and reasonably adequate services for transportation of the remains; 3) transportation of the remains; 4) escort services expenses for an immediate family member or companion who is traveling with the covered person to join or to see his or her body during the transportation to the covered person’s place of residence.

Accidental Death and Dismemberment Benefit
If injury to the covered person results within 365 days of the date of a covered accident, in any one of the boxes shown below, the Company will pay the Benefit Amounts shown below for that loss. If multiple losses occur in one Benefit Amount, the largest, will be paid for all losses due to the same covered accident.

Principal Sum: $15,000

- Description of Loss
- Benefit Amount
- Life
- 100% of the Principal Sum
- Quadriplegia
- 100% of the Principal Sum
- Two or more Members
- 100% of the Principal Sum
- One Member
- 50% of the Principal Sum
- Hemiplegia
- 50% of the Principal Sum
- Paraplegia
- 50% of the Principal Sum
- Thruand Index Finger of One Hand
- 25% of the Principal Sum
- Hand
- 25% of the Principal Sum

- Quadriplegia means total Paralysis of both upper and lower limbs.
- Hemiplegia means total Paralysis of the upper and lower limbs on one side of the body.
- Paraplegia means total Paralysis of one lower limb or one upper limb.

Hazard
The Company will pay benefits when a Covered Person suffers a loss or injury as a result of a Covered Accident or Sickness during one of the Covered Accidents listed in this Policy. We will only pay benefits if the insured is engaged in one of the hazards described below when the Covered Accident occurs. Unless otherwise specified, we pay benefits only once for any one Covered Accident or Sickness, even if it is covered by more than one hazard.

1. Covering Taxes: We will pay the benefit described in this Policy only if a Covered Person suffers a loss or incurs a Covered Expense as the direct result of a Covered Accident or Sickness while traveling: 1) outside of his or her Home Country; 2) up to the Maximum Limit of Coverage shown in the Schedule of Benefits for medical expenses; and 3) engaging in educational activities sponsored by the Policyholder.

Exposure & Disappearance
Coverage under this hazard includes exposure to the elements after the insured is in a vehicle that is destroyed, damaged, or wrecked on a trip covered by this Policy, and 2) the body is not found within one year of the Covered Accident.

Personal Deviation (Limited): The Covered Accident or Sickness must take place due to a Personal Deviation not to exceed 3 days while on a Trip covered by the Policy. "Personal Deviation" means: 1) an activity that is not reasonably related to the Covered Activity and 2) Not incidental to the purpose of the Trip.

Exclusions and Limitations
No benefits will be paid for any loss or injury that is caused by or results from:
1. Intentionally self-inflicted injury or suicide, or attempted suicide.
2. War or any act of war, whether declared or not.
3. A Covered Accident that occurs while the Covered Person is an active duty service in the military, naval, or air force of any country or international organization. Upon receipt of proof of service, we will refund any premium paid for this time. Reserve or National Guard active duty training is not covered unless it exceeds 30 days.
4. Theft or damage as a crewmember in any aircraft (unless otherwise provided for in the Policy).
5. Contamination, or attempt to commit, a felony.
6. Sickness, disease, bodily or mental infirmity, chronic or viral infection, or medical or surgical treatment thereof, except for any bacterium, virus, or other cause resulting from an accidental external cut or wound or accidental ingestion of contaminated food (Applicable to accident benefits only).
7. Falling in any aircraft except as a fare-paying passenger on a regularly scheduled or charter airline.
8. Travel in any aircraft owned, leased or controlled by the Policyholder or any of its subsidiaries or affiliates. An Aircraft will be deemed to be "owned" by the Policyholder if the Aircraft may be used at the Policyholder's discretion for more than 10 straight days, or more than 15 days in any year.
9. Contamination of or active participation in a terrorist or international operation.

In addition, we will not pay Medical Expense Benefits for any loss, treatment, or service resulting from:
1. Routine physicals and care of any kind.
2. Routine dental care and treatments.
3. Routine care.
4. Cosmetic surgery, except for reconstructive surgery needed as the result of an injury.
5. Eye refractions or eye examinations for the purpose of prescribing corrective lenses or for the fitting thereof, eyeglasses, contact lenses, and hearing aids.
6. Supplies, repairs, or treatment including any period of hospital confinement which is not recognized by the Policyholder or approved, and certified by a Doctor or expenses which are not medical in nature.
7. Treatment or service provided by a private duty nurse.
8. Treatment by any Immediate Family Member or member of the Insured's household. "Immediate Family Member" means a Covered Person's spouse, child, brother, sister, parent, grandparent, or ancestor.
9. Expenses incurred during travel for purposes of seeking medical care or treatment, or for any other reason that is not to the course of the Participating Organization's activity (unless Personal Deviation is specifically covered).
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19. Medical expenses for which the Covered Person would not be responsible to pay for in the absence of the Policy. Expenses incurred for services provided by any government hospital or agency, or government-sponsored plan for which, to the extent that the Covered Person is eligible for reimbursement.

20. Any treatment provided under any mandatory government program or facility set up for treatment without cost to any individual.


22. Services or expenses incurred by the Covered Person’s Hana Country.

23. Elective treatment, unless or except emergency treatment of pregnancy.

24. Expenses for services, treatment or surgery deemed to be experimental and which are not recognized and generally accepted medical practices in the United States.

25. Expenses payable by any reasonable insurance policy without regard to limits.

26. Organ or tissue transplants and related services.

27. Injury or Sickness for which benefits are paid or payable under any Workers’ Compensation or Occupational Disease Law or Act, or similar legislation, whether United States federal or foreign law.

28. Injury sustained while participating in clubs intramural, intercollegiate, extracurricular, professional or semi-professional sports.

29. Expenses incurred for services related to the diagnostic treatment of infertility or other problems related to the inability to conceive a child including, but not limited to, fertility testing and in vitro fertilization.

30. Birth defects and congenital anomalies, or complications which arise from such conditions.

31. Injury resulting from off-road motorcycling, scooters, jet, snow or water skis which are uninsured, or, if insured, the expenses are, used, sky diving, stunt automobile racing, automobile racing or automobile speed contest including bungee jumping, speed skating, skiing, surfing, or parasailing.

If we determine the benefits paid under this Policy are eligible benefits under any other benefit plan, we may seek to recover any expenses covered by another plan in the extent that the interest is eligible for reimbursement. This insurance does not apply to the extent that any claims or economic sanctions or other laws or regulations prohibits us from providing insurance, including, but not limited to, the payment of claims.

**International SOS**

Reach out to International SOS if you need a routine referral, lose your medication or have a medical or security crisis. International SOS is there to help and guide you if you get lost anywhere, anywhere. Keep your membership card handy as you travel and study abroad. It contains your membership number and phone numbers to access International SOS 24/7/365. You can download a card online at [www.shp.com/Utahstudyabroad](http://www.shp.com/Utahstudyabroad).

Call International SOS regardless of the severity of your situation so that you can speak directly with an International SOS medical or security team member to discuss the best course of action.

Dedicated Line for Students, Faculty, and Staff 1-800-976-2332 (Call collect when needed outside of the U.S.)

1-800-976-2332 (Toll free within the U.S.)

**International SOS services includes**

- Medical and Travel Assistance
  - Arrange evacuations and repatriations
  - Emergency and routine medical advice
  - Travel health information
  - Medical and dental referrals
  - Outpatient case management
  - Inpatient admissions
  - Coordination of insured medical benefits
  - Access to International SOS clinics
  - Emergency medical transportation
  - Emergency translation and interpreter services
  - Lost documents advice and assistance
  - Disposal of prescription medication and medical equipment
  - Arrange ground transportation and hotel for accompanying family members
  - In the event of a medical emergency call International SOS immediately

**Security Assistance**

- Arrange evacuations
- Legal referrals

- 24 hour access to International SOS security specialists
- Real time security and safety information
- Access to Security Crisis Center

**Online Tools**

- [www.internationalsos.com](http://www.internationalsos.com)
- Online Scholaric membership website
- Campus guides
- Email alerts
- Emergency Records
- Personal Travel Locator

ON CALL, ONLINE AND ON THE GROUND. 24/7/365.

Dedicated Line for Students, Faculty, and Staff 1-800-976-2332 (Call collect when needed outside of the U.S.)

This information provides you with a brief outline of the services available to you. The insurance is underwritten by ACE American Insurance Company. Reimbursement for any service is limited to the terms and conditions of the Policy under which you are covered.

**Claim Procedure**

Mail the address below all medical and hospital bills along with patient’s name and covered student’s name, address, social security number and name of the College under which the student is covered. A Company claim form is required for filing a claim. Claim forms are available by calling Academic HealthPlan at (855) 295-2273 or online at [www.shp.com/Utahstudyabroad](http://www.shp.com/Utahstudyabroad).

File claims within 30 days of facility or treatment for a Sickness or as soon as reasonably possible. Bills should be received by the Company within 90 days of service. Bills submitted after one year will not be considered for payment except in the absence of legal capacity.

**Claims Administrator**

Kiss & Company, Inc., A HealthSmart Company
1867 W. Market Street
Albuquerque, NM 87107
(505) 331-1096
Email: KissClaims@Kiss.com

**Program Arranged By**

Academic HealthPlans, Inc.
PO Box 1695. 1-800-340-1465
Colleyville, TX 76034-1465
(855) 247-2273 - (817) 484-2100
[www.shp.com/Utahstudyabroad](http://www.shp.com/Utahstudyabroad)

This description of Coverage is a brief description of the important features of the insurance plan. It is not a contract of insurance. The terms and conditions of Coverage set forth in the policy issued in the state in which the policy was delivered under form number AIH-13098. The policy is subject to the laws of the state in which it was issued. Coverage may not be available in all states or certain terms or conditions may be different if required by state laws. Please keep this information as a reference.

Under HIPAA’s Privacy Rule, we are required to provide you with notice of our legal duties and privacy practices with respect to personal health information. You should receive a copy of this notice with your enrollment materials. If, at anytime, you wish to request a copy of ACE USA’s HIPAA Privacy Notice write to Academic HealthPlans, PO Box 1695, Colleyville, TX 76034-1465 or call (817) 484-2100.

**Important Notice**

Insurance policies providing certain health insurance coverage issued or renewed on or after September 23, 2010 are required to comply with all applicable requirements of the Patient Protection and Affordable Care Act (PPACA). However, there are a number of insurance coverages that are specifically exempt from the requirements of PPACA (See §2791 of the Affordable Care Act). ACE maintains this insurance is short-term, limited-duration insurance and is not subject to PPACA.

ACE continues to monitor federal and state laws and regulations to determine any impact on its products. In the event these laws and regulations change, your plan and costs will be modified accordingly.

Please understand that this is not intended as legal advice. For legal advice on PPACA, please consult with your own legal counsel or tax advisor directly.

07/2013
12. Dental charges for injury to sound, natural teeth, resulting from an accident up to $250 per tooth, for treatment of pain only, up to $500 maximum benefit per policy year

Emergency Medical Benefit

The Company will pay up to $10,000 for Covered Expenses incurred for emergency medical services to treat a covered person, if he or she:
1) suffers a medical emergency during the course of the trip; and
2) is transported on a covered trip.

Covered Expenses: 1) Medical Expense Guarantee: expenses for guarantee of payment to a medical provider. 2) Hospital Admission Guarantee: expenses for guarantee of payment to a Hospital or treatment facility.

Benefits for these covered expenses will not be payable unless:
1) the charges incurred are medically necessary and do not exceed the charges for similar treatment, services, or supplies in the locality where the expense is incurred and do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless the Company (or the authorized assistance provider) authorizes in writing or by an authorized electronic or telephonic means, all expenses in advance, and services are rendered by our assistance providers.

Emergency Medical Evacuation Benefit

The Company will pay up to 100% of covered expenses incurred for the medical evacuation of a covered person, if he or she: 1) suffers an emergency evacuation during the course of the trip; 2) requires emergency medical evacuation; and 3) is traveling on a covered trip. Covered Expenses: 1) Medical Transport: expenses for transportation under medical supervision to a different hospital or treatment facility or to the covered person's place of residence for medically necessary travel in the event of the covered person's Medical Emergency and upon the request of the doctor designated by the Company's assistance provider in consultation with the local attending doctor. 2) Dispatcher at a Doctor or Specialist: the doctor's or specialist's travel expenses and the medical services provided on location, if, based on the information available, a covered person's condition cannot be adequately assessed to evaluate the need for transport or evacuation and a doctor or specialist is dispatched by the Company's service provider to the covered person's location to make the assessment. 3) Return of Dependents(G) children: expenses to return each dependent child who is under age 18 to his or her principal residence if the covered person is age 18 or older, and the covered person is the only person traveling with the minor dependent children) and the covered person suffers a Medical Emergency and must be confined to a hospital. 4) Escort Services: expenses for an immediate family member or companion who is traveling with the covered person to join the covered person during the hours of the covered person's medical evacuation to a different hospital, treatment facility, or the covered person's place of residence. 5) Immediate Family Member means a covered person's spouse, child, brother, sister, parent, grandparent, or in-law.

Benefits for these Covered Expenses will not be payable unless:
1) the medical evacuation of the covered person is certified by the Covered Person's Medical Evacuation requires an emergency medical evacuation; 2) all transportation arrangements made for the emergency medical evacuation are by the most direct and economical conveyance and route possible; and 3) the charges incurred are Medically Necessary and do not exceed the charges for similar transportation, treatment, services, or supplies in the locality where the expense is incurred and do not include charges that would not have been made if there were no insurance. Benefits will not be payable unless the Company has arranged for the emergency medical evacuation; or if the costs were incurred, the Company, the covered person, or the Covered Person's authorized assistance provider authorize in writing, or by an authorized electronic or telephonic means, all expenses in advance, and services are rendered by the Company's service providers. In the event the covered person refuses to be medically evacuated, the Company is not liable for any medical expenses incurred after the date medical evacuation is recommended.

Emergency Reunion Benefit

The Company will pay benefits up to $5,000 maximum for expenses incurred to have a Covered Person's Family Member accompany him or her to the Covered Person's Home Country or the Hospital where the Covered Person is confined if the Covered Person is confined to a Hospital for at least 24 consecutive hours due to a covered injury or sickness, and the attending Doctor believes it would be beneficial for the Covered Person to have a Family Member at his or her side or to seek medical care outside the United States for a covered injury or sickness.

Home Country Emergency Benefit

The Company will pay benefits up to $5,000 maximum, up to 30 days for emergency medical treatment in the covered person's Home Country for a covered injury or sickness that first treated during the course of a trip. These benefits are limited to the benefits that would otherwise be payable under the Emergency Medical Benefit if the Covered Person were outside of his or her Home Country. Benefits are payable under the Policy only to the extent that Covered Expenses are not payable under any other domestic health care plan.

The coverage begins on the date the Covered Person arrives in his or her Home Country, to enter the later of:
1) the Maximum Benefit Period shown in the Schedule of Benefits; or
2) the date the Covered Person leaves his or her Home Country. Coverage will end on the earlier of:
3) the date the Covered Person would otherwise end, or
4) the date that the Covered Person is no longer covered by the Policy. In order for this benefit to be payable, coverage for the Covered Person must remain continuous in force and the required premium must be paid.

Trip Delay Benefit

The Company will reimburse Covered Expenses up to $1,000 per person per day up to 5 days at a covered person's trip is delayed for more than 12 hours. Covered Expenses include charges incurred for reasonable, additional accommodations and traveling expenses until travel becomes possible. The costs for膳 transportation must be approved beforehand. This benefit is payable only for one delay of the Covered Person's Trip. Trip Delay must be caused by one of the following reasons: (a) airplane delay; (b) lost or stolen passport, travel documents, or money; (c) restaurant; (d) Natural Disaster; (e) the Covered Person being delayed by the traffic accident while en route to a departure; (f) landing weather which makes a commercial carrier unsuitable; (g) a Community Carrier strike or other job action; or (h) the loss of the Covered Person's and/or traveling companions' travel documents, tickets or money due to theft.
CLAIM FORM

School Name: THE UNIVERSITY OF TEXAS SYSTEM STUDY ABROAD PLAN  
Policy #: GLMN04665910

1. Student Name: 
   EID Number: 

2. Mailing Address: 
   Number:  
   Street:  
   City:  
   State:  
   Zip:  

3. Permanent Address: 
   Number:  
   Street:  
   City:  
   State:  
   Zip:  

4. Date of Birth / / Local Phone ( )  
   Home Phone ( )

5. Patient Status:  
   Male  
   Female  
   Single  
   Married

6. Is this a claim for a dependent?  
   Yes  
   No
   If yes, give name:  
   Relationship:  
   Date of Birth / /

7. Name of physician:  
   Date of Initial Service / /

8. Description of illness or injury

9. Has the patient been treated for the above condition(s) in the past 8 months?  
   Yes  
   No
   If yes, give condition(s) treated for and date(s) of treatment

10. Is this claim the result of an accident?  
    Yes  
    No
    If yes, give date of accident / /
    Where did the accident occur?  
    How did the accident happen?

11. Is this claim the result of a work-related injury?  
    Yes  
    No

12. Is this claim the result of an intercollegiate sports?  
    Yes  
    No

13. Is patient covered by benefits other than this policy by any of the following:
   Yes  
   No
   Any individual, blanket or short term medical insurance?
   Group health benefits of any kind through an employer, spouse's employer, or parent's employer?
   Coverage of medical expenses provided through any Federal, State, Provincial, or other Government Agency?

14. Is patient covered under MEDICARE (please mark all that apply): 
   Yes  
   No
   Part A  
   Part B  
   Not Covered
   If covered, give effective dates:  
   Part A: Mo. Day. Year  
   Part B: Mo. Day. Year

15. Is patient related to the provider of services?  
    Yes  
    No
    If yes, state the relationship

16. I hereby authorize any insurance company, organization, employer, hospital, physican, surgeon, or pharmacist to release any information requested with respect to this claim.

I know it is a crime to fill out this form with facts I know are false or leave out facts I know are important. I certify that the information furnished by me in support of this claim is true and correct. I further acknowledge that I am legally obligated to pay for all medical expenses submitted for this claim in the absence of this health insurance plan.

Date / /  
Signature of Student

Date / /  
Signature of Patient

COMPLETE THIS SECTION ONLY IF YOU WISH THE BENEFITS TO GO DIRECTLY TO THE PROVIDER(S)

Authorization to Pay Benefits: I hereby authorize payment directly to any provider of service for which I am submitting attached billing and charges for the expenses provided under my Group Medical Expense Benefit. I understand I am financially responsible for charges not covered by this authorization.

Date / /  
Signature

PLEASE SEE CLAIM FILING INSTRUCTIONS ON THE REVERSE SIDE
20. MAYMESTER PAPER GRADE SHEETS AND COURSE INSTRUCTOR SURVEYS

Maymester Paper Grade Sheets

Because Maymester courses occur after the Registrar’s grade submission system has closed for the spring (and entered into summer session one), Maymester grades must be done on paper. Therefore, please disregard the online grade sheet for your Maymester course. Note: faculty directors teaching a one-credit preparatory seminar should still use the online grade submission system for the spring, as the course will have finished by the submission period.

Submitting Maymester Grades

- Come to the IO and sign the original *paper* grades sheets in early May.
- Take a copy of the grades sheets.
- Return grades to the IO by a locked PDF, Secure Message or WebSpace.
- The IO enters the grades on the already-signed grade sheet and hand delivers the grade sheet to the Registrar.
- The Registrar requires grades within two days of completion of the Maymester course.

*Note: In the online system, please do not mark Maymester grades as “X” for incomplete. Doing so will require you to fill out an individual grade change form for each student upon your return. So, to avoid the use of individual student grade change forms, please avoid the online system for Maymester course grades.*

Course Instructor Surveys (CIS)

A similar process applies for CIS. Since Maymester courses take place after the spring semester closes, you cannot utilize the online CIS for your class. Please arrange for paper CIS from your department course scheduler.

Have a student administer the surveys and seal and sign the envelope flap and return the forms to you. You should return the sealed envelope containing the surveys to ensure they are
submitted. There have been many instances where faculty members entrust the CIS forms to students who have left them abroad, or did not return to Austin by the submission deadline. The Center for Teaching and Learning (CTL) accepts summer CIS until the last day of summer session two; if they are submitted in the fall, CTL cannot process the forms.
21. FACULTY DIRECTOR’S PROGRAM REPORT AND DEBRIEF

Program Name: ____________________________________________________
Program Location: ________________________________________________
Name of faculty member submitting report: ____________________

Thank you in advance for your candid feedback about the program. Your comments will be kept for use at the IO to help improve future programming as well as our student and faculty services.

A) Please rate the adequacy of the following Study Abroad units in coordinating your program.
   1) Study Abroad Program Development Team:
      
   2) International Office Administrative and Financial Services (Larry Phu, Ryan Rose):
      
B) Please rate the adequacy of the following pre-departure considerations.
   1) Publicity materials (brochures, websites, flyers, Canvas, etc.):
      
   2) Student recruitment (study abroad fairs, information sessions, class talks, emails, kick-off events):
      
   3) Application materials (student essays, recommendation letters, online application system):
      
   4) Applicant screening, processing, and acceptance:
      
   5) Pre-departure orientation(s):
      
   6) Spring Maymester one-credit preparatory seminar (if applicable):
      
C) Please rate the adequacy of the following on-site academic considerations.
1) Faculty, guest or visiting lecturers:

2) Classroom facilities:

3) Instructional technology:

4) Academic coordination:

5) Academic support services for student:

6) Academic support services for faculty:

7) Academic facilities such as libraries, computer labs, studios:

8) Language courses offered:

9) Overall academic quality:

D) Please rate the adequacy of the following on-site program considerations.

1) Airport arrival coordination and services:

2) Orientation:

3) Program special events (welcome or farewell dinners, etc.):

4) Student home-stays and host families, if applicable:

5) Meals:

6) Language and cultural exchange program, if applicable:

7) Faculty housing:

8) Student housing:

9) Health and safety coordination / Emergency services:

10) Local excursions:

11) Non-local excursions:

12) Airport departure coordination and services:

13) On-site staff:

14) Telephones/Cell phones/Internet:
E) Please comment on any student academic, behavioral or health issues confronted during your program.

F) Please comment on any question given a rating of “moderately adequate” or below.

G) Please provide any additional comments or suggestions you may have about your program (including but not limited to Study Abroad staff, pre-departure preparation, accommodations, excursions, health and safety, on-site staff, student performance/experience or general):
22. Cash Advance and Travel Card Reconciliation Guidelines

DOCUMENTING YOUR EXPENSES

Original receipts are required for everything except the prearranged ‘faculty stipend’ amount that is budgeted for personal meals and incidentals. Additionally, your Program Coordinator will provide you with the templates for the following:

- All cash advance and travel card expenses must be tracked in the “Faculty Cash Adv & Travel Card Template.”
- When no receipt is available, please effectively create a receipt by using the “Receipt Programs” template and obtain a signature from the vendor.
- When paying an individual for professional services, please have them sign an “Authorization for Professional Services” (APS) form.
- When renting from a private individual (e.g. an individual’s apartment or home-stay) use the “Faculty Lodging Receipt Template,” which requires signatures from the faculty and the landlord.
- Document all cash given to students on the “Student Cash Receipt Template” and obtain signatures from each student to verify they received the cash.

RECONCILIING YOUR EXPENSES

Within two weeks of the end date of your RTA, please submit the following to your program coordinator or the study abroad accountant.

- An electronic and paper copy of your completed “Faculty Cash Adv & Travel Card Template” (referenced above). On the Excel spreadsheet, please group each expenditure as follows:
  - Lodging for students
  - Lodging for faculty
  - Transportation for program activities
  - Group meals
  - Payments to Individuals (with APS forms)
  - Group Excursions/Activities (including museum fees, tour guides, etc.).
  - Program Supplies (any required supplies/goods purchased for program)
  - Cell Phones/Minutes
  - Other (anything that doesn’t fit into the above categories)
Receipts should be numbered to correspond to the spreadsheet, taped to an 8 ½ x 11 sheet of paper, and accompanied with a brief written description for each receipt.

Documentation of any/all exchange rate(s) used; A print-out of the exchange rate used by a bank or an exchange rate quoted from a website such as oanda.com will suffice.
23. UT Attendance Policy

Attendance

Regular attendance at all class meetings is expected. Instructors are responsible for implementing attendance policy and must notify students of any special attendance requirements. Special regulations of colleges and schools, required by the unique nature of their programs of study, may be enacted through the normal approval process. These special regulations may not conflict with University regulations on class attendance and absence.

Religious holy days

A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

Absence for military service

In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.