

# FACULTY LEADER HANDBOOK

for Faculty Led Study Abroad Programs

Rev (01/19)

Dear Colleagues,

Thank you for committing to facilitate a study abroad program for University of North Texas students. One of the primary goals of the Study Abroad Office (SAO) is to provide UNT students with access to transformative international learning experiences and these opportunities would not be possible without your dedication as a Faculty Leader.

SAO is committed to offering programs that meet student expectations of academic rigor, safety, personal/professional development, affordability, and accessibility. Thus, SAO is charged with supporting the faculty, partner universities, and affiliated partners around the world who help to develop programs aimed at meeting these needs.

Through your efforts, UNT provides students the chance to gain a broader and richer understanding of the world through quality study abroad programs. Your commitment to facilitate a study abroad program will give you the opportunity to reach students in new and exciting ways. You will serve not only as a professor, but also as an advisor, cultural liaison, disciplinarian, and a variety of other roles during your time abroad.

This handbook is designed to prepare you for this responsibility and provide you with the information you need to design and implement a successful program in accordance with UNT guidelines and policies. It is intended for both first-time and continuing Faculty Leaders. SAO will be your partner throughout your time as a Faculty Leader, and this handbook will help you learn more about the resources available to you.

We strongly encourage you to read this document carefully and have it on hand as reference to answer questions that will come up throughout the year. SAO will also offer additional resources throughout year, such as workshops, updated forms, and reference materials, to improve the program proposal and development process.

We ask that you confirm that you have read and understand your commitment, as outlined in this document, as part of your program proposal. Also keep in mind that although never desired, a program may be cancelled or amended if timelines, guidelines or policies are not met.

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

Sincerely,

The UNT Study Abroad Office Staff

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**Please Note:** SAO reserves the right to modify the information included in this handbook. The information outlined in this handbook may also be modified due to changes in laws, accreditation compliance, procedures, and policies out of the control of SAO. SAO will do its best to update information in a timely manner, but it is ultimately up to each individual UNT employee to ensure they are following all university procedures. As a condition of employment with UNT, it is the responsibility of all faculty and staff member individually to ensure they are in compliance with all laws and policies at all times.

## DEVELOPING A SUCCESSFUL FACULTY LED PROGRAM

### 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 SAO seeks in strong proposals.

**Academic integrity:** UNT 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 location 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 Faculty led programs, therefore faculty research should take place only in programs where students participate in and contribute to the research project.

**Fiscal and budgetary responsibility:** Cost is one of the biggest barriers for UNT students interested in studying abroad. All SAO-administered and approved programs aim to provide the highest quality program at the most conservative cost, therefore program costs and inclusions are carefully considered during the review process.

**Safety and security:** The primary concern when administering programs abroad is the safety and security of our students, faculty, and staff. UNT recognizes that some areas of the world present heightened health and safety risks and uses a number of resources, including the Department of State, the Centers for Disease Control and intelligence services provided through our insurers, to identify regions that require special efforts to mitigate an elevated level of risk or call for the avoidance of travel altogether when necessary.

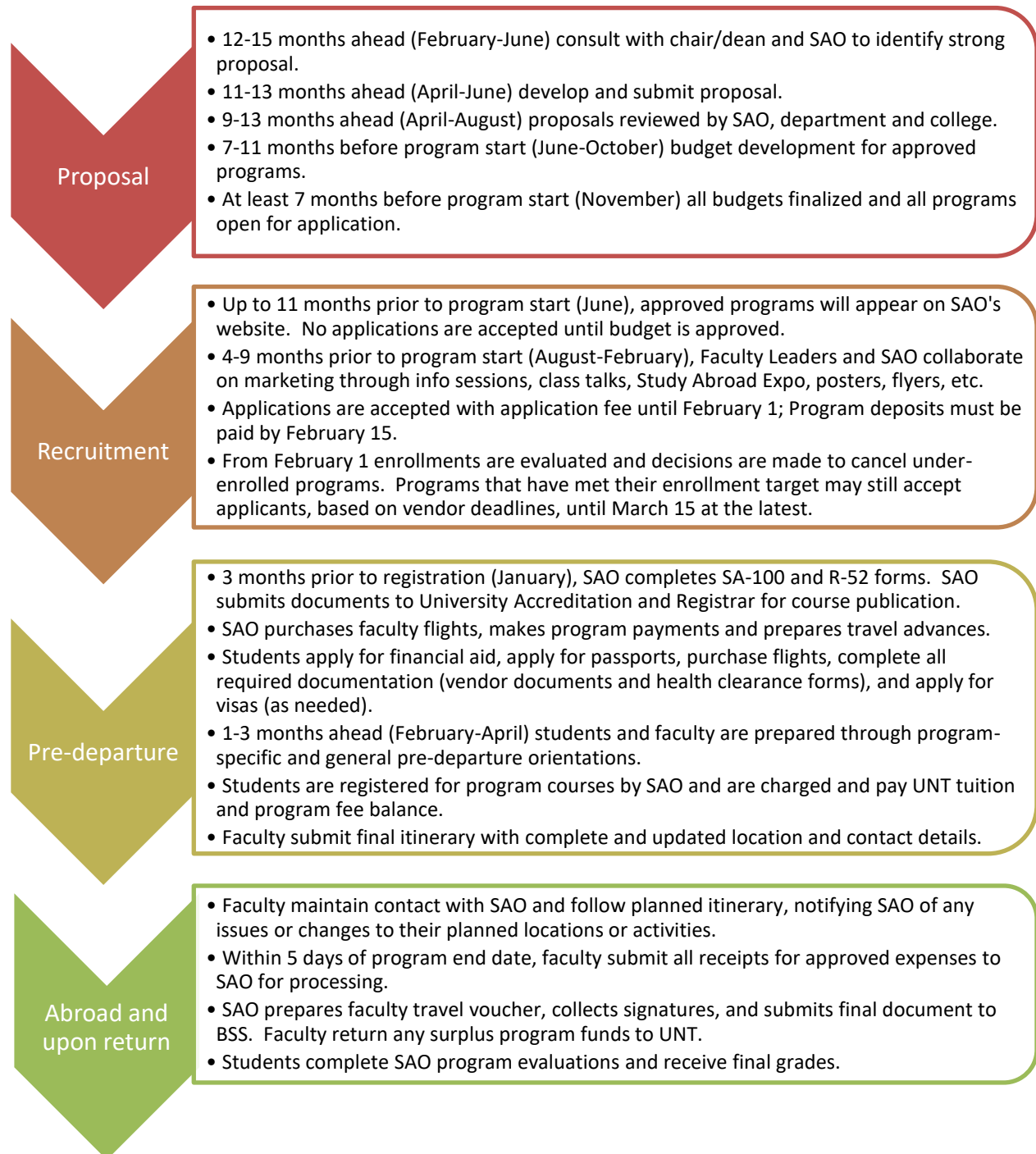
**Prospective students:** Faculty led programs are intended to provide greater access to study abroad opportunities for UNT students. Ideally, a broad offering of programs increases the variety of students studying abroad and reflects the diversity of UNT's campus. Faculty led programs provide a needed option for students in certain majors, with limited time or finances available for study abroad, or who would feel more comfortable traveling with a UNT program.

**Likelihood of success:** A successful proposal also includes several factors that make it likely for the program to recruit the minimum number of participants needed to run the program. Reviewers consider the following elements when assessing a program's likelihood of success:

- Relevance of the academic topic and usefulness of course(s) toward degree completion
- An adequate pool of students from which to draw
- Reasonable cost to implement the program
- A clear vision of the program itself (how the location connects to course content and can be best utilized to maximize students' experiences abroad)
- Feedback from past participants via program evaluations

## TYPICAL TIMELINE FOR PROGRAM DEVELOPMENT

This timeline applies to summer programs. If you are proposing a program in a different term, the same timeline applies, but the months/dates will vary.



## OVERVIEW OF RESPONSIBILITIES

	Faculty Leaders and Program Staff	Study Abroad Office (SAO)
<b>Academic Development</b>	<ul style="list-style-type: none"> <li>Discuss proposal with department/college</li> <li>Develop an academically sound syllabus with assessable student learning outcomes in accordance with UNT guidelines and policies</li> <li>Submit a detailed program proposal by the deadline</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with Faculty Leader on program development</li> <li>Facilitate program approvals</li> <li>Educate on UNT guidelines and policies related to study abroad</li> <li>Submit required university course documents (EX: SA-100)</li> </ul>
<b>Programmatic and Budget Development</b>	<ul style="list-style-type: none"> <li>Develop an itinerary and list of program services and needs for vendors</li> <li>Evaluate quotes from vendors collected by SAO</li> <li>Keep SAO in the loop about direct communication with vendors</li> </ul>	<ul style="list-style-type: none"> <li>Recommend vendors with site-specific expertise and request and evaluate quotes from suitable vendors</li> <li>Develop accurate, cost-conscious program budget</li> <li>Negotiate and facilitate all program contracts and agreements</li> </ul>
<b>Recruitment/ Advising/ Marketing Materials</b>	<ul style="list-style-type: none"> <li>Recruit students for program in a variety of ways</li> <li>Respond to interested students</li> <li>Provide text/images for flyer/online brochure</li> <li>Evaluate program applicants in a timely and consistent way</li> </ul>	<ul style="list-style-type: none"> <li>Broadly recruit for all study abroad programs advising students on best program fit to meet academic goals</li> <li>Develop program-specific postcards, flyers, posters, and online brochures</li> <li>Guide students through the application process</li> </ul>
<b>Student Orientations &amp; Pre-Departure</b>	<ul style="list-style-type: none"> <li>Hold program-specific pre-departure and on-site orientations</li> <li>Sign and return all travel documents prepared by SAO promptly</li> <li>Attend required faculty pre-departure training session</li> </ul>	<ul style="list-style-type: none"> <li>Hold general student orientations</li> <li>Prepare required travel documents for faculty and program staff</li> <li>Pay all vendors according to contracts and transfer faculty salary to department for payment</li> <li>Coordinates required faculty pre-departure training with relevant university partners</li> <li>Prepare travel voucher/reconciliation</li> </ul>
<b>Miscellaneous (including On-Site &amp; Post-Program)</b>	<ul style="list-style-type: none"> <li>Respond to issues that arise abroad and contact SAO/UNT for guidance/assistance as appropriate</li> <li>Report any medical or disciplinary incidents to SAO</li> <li>Assess student learning outcomes by submitting grades</li> <li>Turn in accurate and timely travel voucher/receipts</li> </ul>	<ul style="list-style-type: none"> <li>Set deadlines and remind faculty and students of critical dates</li> <li>Track and share program enrollments</li> <li>Notify departments/colleges when programs are under-enrolled and determine programs cancellations</li> <li>Collects student application fees, deposits and program fees</li> <li>Process student withdrawals and refunds</li> </ul>

## **Academic Guidelines**

### **ON TIME AND COMPLETE PROPOSALS**

- Proposals must be complete and turned in by the deadline for the appropriate term.
- Proposals should be as detailed as possible and accurately reflect the intended final program.
- Modifications may be made after proposal submission based on feedback from SAO and the academic unit, but repeated or significant changes will delay budget approval and marketing material development, shortening the faculty leader's recruitment cycle.

### **REQUIRED APPROVALS**

- Programs are subject to approval by the Director of Study Abroad, the sponsoring department chair(s), and the sponsoring college dean(s). Program proposals will be sent to Chairs and Deans for approval on a rolling basis.
- Faculty Leaders will be asked to update their proposal should any significant portion of the program change (i.e. addition of support faculty/staff, change in Faculty Leaders, significant changes to course content, excursions or program activities). Changes must be approved by the SAO director, the department chair(s) and the college dean(s).

### **HIGH RISK DESTINATIONS**

- The safety of study abroad participants is the primary concern in the evaluation of programs. If the risk, including risk to a sub-population of students, associated with travel to or within a destination cannot be mitigated, the program will not be approved. High risk destinations are defined by and evaluated by UNT's International Risk Oversight Committee (IROC).
- Students participating in programs determined to be high risk will be required to acknowledge the risk associated with their program and confirm that they have reviewed additional health and safety information on their program location.
- Programs may be cancelled or modified if significant risks develop after approval at the discretion of SAO.

### **RENEWAL OF ESTABLISHED PROGRAMS**

- Established programs may be renewed for up to two additional years through a simplified proposal process assuming no change to location or faculty or academic design. All programs will be required to complete the full proposal process after three years.

### **PROGRAM STAFFING**

For Risk Management purposes, each program must be adequately staffed to respond to an emergency situation involving a student, faculty, or staff member.

- The program proposal should be completed by the primary faculty leader. Most communication regarding program development and the proposal will be directed to the primary faculty leader who will be responsible for communicating program details to program co-leaders or support staff. SAO will communicate general information to all faculty and program staff through email and pre-departure training.
- All programs must include at least two dedicated on-site faculty and/or staff (exempt employees only) who are jointly responsible for the logistical responsibilities and who serve as 24/7 health and safety resources for students. Programs may be staffed with one UNT faculty and one UNT staff. Alternately, programs may be staffed with one UNT faculty and a dedicated local program assistant serving in the same capacity and hired by SAO or the contracted on-site vendor provider/host university.
- Non-teaching faculty or staff are expected to fully participate in all program activities in support of the faculty leader, with the exception of classroom lectures.

- Faculty/staff not paid through an administrative salary for this role may be compensated via task payment at a weekly rate of \$300 (pro-rated) plus airfare, lodging, per diem (equal to faculty leader rate/up to 50% of DOS foreign rate), and the cost of participation in all required program activities.
- SAO recommends one Faculty Leader per 10-20 students in a course. If the course is intended to serve more than 20 students, you may consider including a second section/faculty member. Any staffing increases based on higher than expected final enrollment must be approved by the SAO Director and sponsoring college(s). Typically, a program with 24+ students will generate enough additional tuition to cover most expenses for a second faculty member.
- Each program is required to designate a back-up faculty/administrator available to join the program in case of an emergency that prevents the faculty leader from fulfilling their leadership responsibilities. Under most circumstances, risk management funds will cover the cost of flight, lodging and per diem for replacement faculty/administrator at the program site.
- Adjunct faculty may not lead a program but may be hired as support faculty or non-teaching faculty (adjunct assistant category) at the discretion of the sponsoring college/school. In rare cases (such as replacing a faculty leader on an emergency basis), a college may approve an exception to this rule.

### **FERPA**

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) applies to all conversations about students, even during the marketing/recruitment stage. FERPA regulates all information, including academic, disciplinary, and medical. Given the sensitive information you will be privy to, a signed FERPA acknowledgement form for each Faculty Leader must be on file with the Registrar's Office. If a Faculty Leader does not yet have one on file, the mini-course and form can be found at: <http://www.unt.edu/ferpa>

### **TEXAS HIGHER EDUCATION COORDINATING BOARD (THECB) STANDARDS**

- Each UNT course taught abroad must meet **Texas Higher Education Coordinating Board (THECB) Standards for New Out-of-State and Out-of-Country Courses**, downloadable at: <http://www.thecb.state.tx.us/reports/doc/6088.doc?CFID=90153791&CFTOKEN=26660574>

### **STUDENT LEARNING OBJECTIVES**

Programs must:

- Have clear Student Learning Objectives/Outcomes (SLOs) listed in the syllabus that relate to departmental/college goals. SLOs should be measurable and be assessed within the course, in accordance with all UNT standards.
- Be academically sound and centered around an educational experience.
- Comply with accreditation requirements applicable to the department/college and UNT.

### **RATIONALE FOR LOCATION AND PROGRAM ACTIVITIES**

The syllabus should outline a clear rationale for each program location in relation to the academic content. All program activities and excursions must serve an academic purpose. No university funds, for student or faculty participation, should be spent on non-program activities during free time.

### **PROGRAM DATES AND DURATION**

- The term of the program (3WK, 5WK1, 5WK2, Winter Session, etc.) is determined by the start and end date of the program. Total program duration must allow time to complete contact hours, assigned reading, and assignments. For summer programs, faculty may choose a longer term that allows students time to complete final assignments following travel. For winter programs where this is not possible, faculty may assign participants a grade of "incomplete" with a later deadline for submitting final assignments.

- Programs must meet the required contact hour requirement within the designated term dates. For example, programs tied to the summer 5WK1 term may not meet online or in person prior to or following the start and end dates of that term.
- Programs with online or on campus meeting time are subject to the same program duration requirements as any other program, but must also complete 51% or more of their instructional time abroad.
- Programs must include at least one non-instructional day per week within every seven days abroad.
- Three credit programs must be a minimum of 19 calendar days in duration (from the first day of the term to final exam/submission of final project or paper). The program must spend a minimum of 13 days abroad including 11 instructional days and 2 non-instructional days (not including travel days). Most programs will be a minimum of 15 days total assuming two travel days.
- Six credit programs must be a minimum of 33 calendar days in duration (from the first day of the term to final exam/submission of final project or paper). The program must spend a minimum of 26 days abroad including 22 instructional days and 4 non-instructional days (not including travel days). Most programs will be a minimum of 28 days total assuming two travel days.

#### **CONTACT HOURS**

- All courses offered in a shortened format will consist of the same number of contact hours (45-48 per 3 credit course) as courses offered on campus. Pre- or post-travel class sessions (within the term) may be scheduled to attain the required instructional contact hours.
- Non-lecture instructional contact hours (fieldwork, excursions, walking tours, site visits, service learning activities, etc.) may be counted toward the required number of instructional contact hours if the faculty leader satisfactorily explains how these activities contribute to the learning objectives of the course(s) at a 2:1 ratio (i.e. 2 hours of activity time equals 1 instructional contact hour).
- Travel time and non-academic program orientation may not be counted towards the required number of instructional contact hours.

#### **MAXIMUM COURSE LOAD AT UNT**

The UNT course catalog outlines the maximum number of Semester Credit Hours (SCH) that can be offered during each term, which must be taken into consideration when designing a program. UNT's full policy can be found at: [http://catalog.unt.edu/content.php?catoid=5&navoid=241#Student\\_Load](http://catalog.unt.edu/content.php?catoid=5&navoid=241#Student_Load)

#### **NUMBER OF CREDIT HOURS & RELATIONSHIP TO FINANCIAL AID**

During the program planning stage, faculty leaders may want to consider the financial aid implications for students based on the number of Semester Credit Hours (SCHs) that a program offers. Financial aid thresholds are set by the U.S. Department of Education; please refer to UNT Student Financial Aid and Scholarships for full details: <http://financialaid.unt.edu/>

- Students must maintain at least a half-time class load at UNT (during fall, spring, and across collective summer terms – Undergraduates: 6 SCH; Graduates: 5 SCH) and demonstrate satisfactory academic progress to be eligible for financial aid.

#### **COURSE PAPERWORK**

SAO will work with Faculty Leaders to complete the course documents (SA-100, SA-100 addendum, R-52) to be sent to the departments/colleges for final signature before they are submitted to University Accreditation and the Registrar.

#### **STUDENT REGISTRATION PROCESS**

Registration by "Class Permission" will be requested for each course on the SA-100 forms. The Study Abroad Office will register students based on course selection indicated via the student application portal.

However, a Faculty Leader may elect for their department to register students by advance arrangement with SAO.

## **Program Development**

### **COMMITMENT TO AFFORDABILITY**

SAO supports access to study abroad opportunities for all interested students who are eligible to participate, but one of the top barriers for students to study abroad is cost. In order to minimize the financial barriers for students, SAO emphasizes the importance of minimizing student costs during the development of program budgets. Below are some factors to consider when developing a new program:

- **Does the significance of the proposed program location justify the cost?**  
When addressing this question, consider the importance of the connection between the program's location and learning outcomes. Other factors include student interest in the location, the availability of support services, and the relative cost and ease of transportation, housing, and activities. SAO staff can advise the Faculty Leader on alternate program locations that reduce costs without sacrificing program goals.
- **Do the proposed excursions further the academic goals of the program?**  
Costly touristic excursions needlessly increase the program fee and deter students with limited financial resources. Unless they are strongly tied to the program's academic goals, tourist activities should not be included in the program budget. Instead, students should be given free time to explore these opportunities independently and at their own expense.
- **Can the academic goals of the program be accomplished in one destination versus multiple locations?**  
Moving between multiple program sites adds significant logistical expenses and limits a vendor's ability to negotiate housing discounts for longer stays. Some programs truly require multiple sites, but many can achieve their learning outcomes by staying in one destination and taking day trips to other locations.
- **Does the anticipated number of students, location, and/or logistics justify the number of faculty and/or support staff?**  
A very low student-to-faculty ratio often creates an undue cost burden on student participants. In addition, fixed costs like classroom and bus rental or fees for guest lecturers and tour guides are costly when divided among a small number of students.

### **LOGISTICS PLANNING**

SAO and faculty leaders work together to determine which on-site partners are best for the location and academic needs of the program. Most faculty led study abroad programs contract a vendor to handle the majority of on-site logistics, while a few contract 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 Leader's experience and professional network in the location, the difficulty of running a program in a particular location, and the availability of local experts. Regardless of who serves as the primary contact for a vendor, SAO should always be looped in on discussions with vendors in order to ensure that university purchasing and contract guidelines are followed.

### **CONTRACTS & AGREEMENTS**

It is the responsibility of SAO to manage agreements and contracts for study abroad programs on behalf of the University and all contracts must be signed in accordance with UNT procedures. **Faculty Leaders,**

**the SAO Director, chairs and deans may not sign any contracts or agreements committing UNT resources as they do not have signature authority.**

When program logistics depend on personal and professional connections of the Faculty Leader, SAO should be included in program-related correspondence and the terms of business must be agreed upon in writing. In addition, SAO should have the contact information of all businesses, individuals, and back-ups that perform services for the program. Faculty Leaders must fully disclose any relationships with business partners that might exist, amongst other things, in accordance with university policy on conflict of interest and nepotism.

- **Purchasing Contracts:** All contracts signed for purchasing purposes must be in compliance with UNT guidelines and will be routed through UNT Business Support Services by SAO. All contracts must be submitted in English or with appropriate translation.
- **Agreements/MOUs:** All academic agreements/MOUs/MOAs with international partners will be developed through UNT International's Director of Global Partnerships.

#### **PROGRAM BUDGETS**

Faculty led program costs include tuition, some university fees, and a program fee:

- **Tuition:** Students will be required to pay UNT tuition (including both state-mandated and board-designated portions) and applicable fees for all UNT courses associated with study abroad programs. Tuition is paid at each student's typical in-state or out-of-state level. The Office of the Provost funds the faculty leader salary, international flight, lodging, and per diem. Any additional faculty leader expenses are divided among the students as part of their program fee.
- **Fees:** Students pay applicable mandatory and instructional fees, mandated by the University, with the exception of the fees from which students are exempt if they are not taking courses on campus (recreational center fee, etc.).
- **Program Fee:** Students are billed a program fee via their student account. Program fees cover all program inclusions, such as lodging, excursions, local transportation, group meals, or other program-related expenses. It may also include tuition and fees for transfer coursework.

Faculty Leader travel costs (flight, housing and per diem) are covered through the Office of the Provost.

#### **SETTING ENROLLMENT NUMBERS**

Because program fees are determined based on the anticipated cost of running a program with a target number of students, SAO requires a minimum enrollment of students per program. The minimum enrollment is finalized by SAO with the sponsoring department/college as part of the budget approval process and does not change based on actual enrollment. Established programs with a proven record of enrollment may be required to meet a higher minimum to reduce the per student cost. Maximum program enrollment should also be established based on the program vendor's logistical capacity.

- **Minimum Enrollments:** The minimum enrollment for any program is ten (10). Colleges/departments may require higher minimum enrollment at their discretion.
- **Who is Considered "Enrolled" and When:** Students who have been accepted by the Faculty Leader as a participant in their program and have paid their \$100 Application Fee and \$500 Confirmation Deposit by the program's confirmation deadline are considered enrolled.
- **Meeting Minimum Enrollments:** SAO reserves the right to cancel a program that fails to meet its minimum enrollment. The university will not subsidize under-enrolled programs and any financial deficit is the ultimate deciding factor determining the status of a program. SAO will make a final determination in consultation with the sponsoring College and the Faculty Leader.

- If a program fails to meet the minimum enrollment by the initial application deadline, but has recruited at least 50% of the target number, the Faculty Leader may meet with SAO to determine whether the deadline may be extended with no financial risk to UNT. Program deadlines will be extended two weeks at a time, if the vendor contracts allow.
- For programs that do not meet the minimum enrollment set in the budget but still exceed the absolute minimum enrollment required by the Provost (ten students), faculty may request to revisit the budget and modify the program to run with fewer students.
- Budget revision is contingent on the deadlines and flexibility of vendors and represents a significant investment as it often requires that SAO modify existing contracts within a short timeframe during an extremely busy period.
- Program budgets may be revised to lower the target enrollment as long as the changes maintain the academic integrity of the original program design. Program activities, lodging, staffing, per diem, and/or salary may be modified within reason.
- Once a program has successfully met its minimum enrollment and is confirmed to run, any students who withdraw will be charged a cancellation fee to cover the impact of their withdrawal. Faculty are encouraged to recruit beyond the minimum number required to allow for program attrition and thus reduce the need to assess cancellation charges.
- SAO, in direct collaboration with the college or department, makes the final decision in all budgetary matters.

#### **FACULTY LEADER SALARY**

Faculty Leader compensations is governed by a number of university and state rules:

- Faculty Leader salaries are covered by the Office of the Provost, not their department. Salaries reference, but do not fully align with, the Summer School Compensation Plan for Teaching Activities – see “Study Abroad Compensation.” This information can be accessed at <https://vpaa.unt.edu/faculty-resources/recruitment-and-compensation/compensation-summer>.
- Salaries will be set using the published list of summer salaries provided by the Office of the Provost at the time the budget is developed. The faculty salary (indicated in the signed budget) remains the same regardless of any changes to the base salary by the start of the program.
- Salary or Task Payments may not be paid to faculty/staff who receive an annual administrative salary, unless they use vacation leave to participate in the program, however travel costs may be covered.
- Faculty Leaders do not receive additional pay if a program over-enrolls, but they may choose to reduce their salary to balance the budget on an under-enrolled program that still exceeds absolute minimum of ten students. SAO follows guidelines on minimum summer salary set by the Office of the Provost.
- Only one full salary will be approved per 3 SCH course. The salary must be split between two Faculty Leaders who are co-teaching a course (including cross-listed courses).
- Approximately one month before the end of the semester prior to program departure SAO will transfer the agreed upon salary for payment through each college’s Finance Officer. Faculty Leaders should follow up with their department to determine salary disbursement dates as they are not set or determined by SAO.

#### **FACULTY/STAFF LODGING**

- Program lodging should be arranged with both cost and safety in mind. All locations utilized should be clean, secure, and accessible. Options include hotels, residence halls, hostels and homestays.
- Students may be housed in double or triple occupancy, but each student must have their own bed. Faculty and staff will be provided with housing suitable for a single traveler receiving a per diem. Such arrangements may not include cooking facilities. Any upgrades to faculty housing (size, amenities, etc.) will be at the expense of the faculty/staff.

- Faculty and staff are encouraged, but not required, to stay in the same lodging as students. If students are housed in residence halls or homestays not available to faculty/staff, faculty/staff must be located nearby in order to respond to any emergency situations. If students are housed in hotels, faculty/staff are expected to stay in the same hotel.
- Faculty and staff should notify SAO of any medically necessary lodging accommodations (ex. a low floor or no stairs due to knee mobility issues).
- SAO will not provide secondary lodging for faculty except in the case of an overnight program excursion. Faculty and staff are expected to remain in university provided lodging and any alternate arrangements will be at their own expense.

#### **MEALS & INCIDENTALS**

- Maximum meal and incidental costs will be calculated at 50% U.S. government foreign per diem rates up to a maximum of \$100 per day. No receipts are required. Rates can be found at: [https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp).
- Faculty Leaders may choose to set their meal and incidental costs lower than the maximum at their discretion in order to balance the budget.
- Meals already included in the program costs for Faculty Leaders will be removed from per diem calculations to avoid duplicating expenses. The cost of included meals should align with allowable per diem rates. Faculty who opt out of meals provided as part of the program, and included in the initial budget, will not be reimbursed for this expense.
- Daily foreign meal and incidental expenses (M&IE) rates are broken down at the rate of 20% for breakfast, 25% for lunch, 45% for dinner and 10% for incidentals.
- Faculty leaders may not claim meals and incidentals for any amount above the amount budgeted, unless in the case of an emergency, in which case you must obtain prior SAO approval. If prior approval is not possible due to the nature of the emergency, then each cost must be justified to SAO Director, who will subsequently decide which expenses will be reimbursed.

#### **TRANSPORTATION & OTHER TRAVEL COSTS**

- Faculty Leaders and staff will be reimbursed for the most cost effective, coach class fare on a commercial airline. Preferred seating (assigned, not upgraded) and extra baggage charges are allowable if within the budgeted expense.
- Faculty Leaders and staff are not required to travel with participants but must arrive no later than the start date and depart no sooner than the final day of the program. If one of several faculty/staff on a program need a modified schedule, this must be requested in advance and approved by the sponsoring department and SAO Director.
- Faculty, staff and student airfare rates will be set to the same amount.
- SAO will work with Faculty Leaders to book airfare only after a program has met its minimum enrollment.
- Faculty Leaders may depart from/return to different cities and on alternate dates, but flight costs will only be reimbursed based on the cost of a ticket via the most direct route and on actual program dates.
- As part of the budget process, faculty may request expenses for one day prior and/or one day following the program dates with justification for why those additional days are necessary to the success of the program. No requests for extending travel will be considered after the budget has been approved.
- Program faculty and staff are expected to familiarize themselves with all UNT Travel policies accessible at <https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/payment/travel>.

#### **INCLUSION OF AIRFARE**

Students are responsible for securing their own flights to and from the program destination; this is not included in the program cost. Only internal program flights that all participants will be required to take may be included as a budgeted item. Faculty leaders may set up a recommended group flight for students to coordinate student arrival and departure as long as there is no financial obligation to UNT. SAO can recommend several vendors that offer special programs for the purchase of student flights, including student rates or deferred payment plans.

#### **ALCOHOL**

Program funds may never be used for the purchase of alcohol, including during program-sponsored events such as excursions, tours, group meals, or receptions.

#### **GIFTS**

Gifts for host organizations/universities or guest speakers can be incorporated into the program budget only when they are culturally necessary. These expenses have a direct impact on the program fee for students and should be added very thoughtfully to avoid increasing program cost. Gifts purchased should be reasonably priced, justifiable, and adhere to UNT purchasing policy. Appropriate gifts include UNT items or other small tokens of appreciation.

#### **PROGRAM FEE CHANGES**

- Once a program budget has been approved and a program fee has been published, it will not be changed.
- When significant logistical changes to the program (e.g., on-site program provider or student housing) are required due to health/safety concerns or issues with a vendor, the budgetary implications must be reviewed and agreed upon by SAO and College/Department.

#### **PURCHASING**

- To reduce Faculty Leaders' financial responsibility, SAO aims to reduce travel advances by pre-paying as many program expenses as possible directly to vendors. This both reduces the financial risk to Faculty Leaders and simplifies the reconciliation process. SAO will work with Faculty Leaders prior to departure to identify budget items that may be paid prior to departure.
- Any program-related purchases made by Faculty Leaders without the prior approval of SAO may not be reimbursed. Airfare purchased prior to when a program is confirmed, for example, will only be reimbursed up to the budgeted amount once a program meets its enrollment. Neither students nor faculty leaders should not buy airfare before SAO confirms in writing that the program has met minimum enrollment and has been approved for travel.
- Any purchases made by Faculty Leaders in excess of the budgeted amount without the prior approval of SAO may not be reimbursed.
- Non-budgeted purchases are not reimbursable except in the case of emergency situations.

#### **ADDITIONAL FUNDS**

Program funds do not belong to a Faculty Leader or to a program and do not carry over from one year to the next. Any additional monies collected on a program generally fall into one of the following categories:

- **Enrollment that exceeds the minimum:** Any funds collected due to over-enrollment are retained by the university. SAO is largely a self-supporting office and surplus program funds are applied towards SAO operating costs in order to keep administrative costs charged to students as low as possible.
- **Overbudgeting and/or underspending:** Budgets should be developed as accurately as possible to avoid overcharging students and creating an unnecessary surplus. Faculty Leaders should work with SAO to research estimated costs or contract with a provider to guarantee prices in economically volatile areas. No refunds will be issued to students from surplus program funds and over-budgeting

is a financial hardship for students. Repeat programs will be expected to review past budget expenses in order to more accurately estimate future costs. Faculty Leaders who end up with surplus program funds may contact SAO for approval to reallocate their advance by adding additional group meals or program activities. Any additional activities should be tied to the learning outcomes of the program and offered equally to all program participants. Faculty Leaders should never pay for meals or activities for only a few students.

- **Contingency:** SAO incorporates a small contingency fee into each program that is collected into a central fund to cover currency fluctuations, expenses that could not reasonably be expected, issues with vendors, etc., across all programs. These funds may also be used to cover housing costs associated with uneven student numbers or gender imbalances.
- **Risk Management Fee:** Each participant is billed a risk management fee that is collected into a central fund. These funds are used in the case of extreme emergency not covered by insurance including covering the cost of medical or compassionate student withdrawals.

#### **ACCOMPANYING FAMILY MEMBERS OF FACULTY/STAFF**

- UNT strongly discourages faculty/staff from bringing their family on the program in accordance with best practices set by national education abroad organizations and peer institutions.
- Employees may request permission for immediate family members to accompany them on stationary programs only. A stationary program includes one primary location and may include day trips or overnight excursions, which accompanying family members may not participate in. No family members may accompany traveling programs that move from location to location throughout the program.
- If faculty or staff plan to bring accompanying family members, this request for permission must be made during the proposal process. Family responsibilities must not interfere with course and program responsibilities as the programs are academic in nature and meant to serve UNT students. Requests may only be made for spouses and minor children (and their caretaker). Non-related adults and adult children may not accompany the program.
- In their request, faculty/staff must include specific details about the accompanying traveler(s) and how their presence will not interfere with the employee's work responsibilities. Faculty/Staff requesting permission to bring minor children to the program site must arrange for 24/7 care and emergency support by someone not employed by the program in any way.
- UNT does not allow family members to participate in any program activities, including program travel.
- No family members may act as unpaid chaperones or represent UNT in any way. Only UNT employees who have been trained on university policies and procedures may act as representatives of UNT. UNT policy on nepotism prohibits faculty from supervising family members.
- Family members of UNT employees are not covered by UNT travel insurance unless they are approved for participation and the Faculty/Staff pay for their coverage out of pocket through UNT's Office of Risk Management. No expenses for approved family members may be covered using program funds.
- Non-enrolled or non-employed guests of faculty/staff are not allowed to participate in programs in any way. Any academic visitors to the program must be disclosed to SAO and vetted by the university.
- At the conclusion of the program, students will be asked to assess the impact of the presence of faculty/staff family members. If feedback indicates a negative impact, permission may not be granted for future programs.

#### **FAMILY MEMBERS AND GUESTS OF STUDENTS**

- No non-enrolled family members or guests of students are allowed to participate in programs in any way (including presence at activities, in housing, on transportation, etc.).

## **Recruitment, Marketing Materials, & Advising**

### **RECRUITMENT COMMITMENT**

Per past study abroad participants, the most effective recruitment tools for faculty led programs are a motivated, energetic Faculty Leader and the Study Abroad website. Faculty leaders should keep in mind that successful programs require a considerable amount of time and effort spent on marketing. While SAO can promote the program, the best marketing can really only come from the Faculty Leader. It is only through the Faculty Leader that students can see the full range of benefits when considering study abroad options. Faculty classroom visits are the most powerful recruiting tool for faculty led programs, with a faculty + study abroad alumnus combo being the most effective.

SAO supports all study abroad opportunities available to UNT students, but ultimately the Faculty Leader is the principal marketer/recruiter for each faculty led program. With this in mind, Faculty Leaders should:

- Be on campus two semesters prior to the program and actively recruit students to participate.

Be on campus during the semester prior to the program to provide pre-departure orientation(s) for admitted students.

Faculty Leaders are encouraged to attend SAO marketing/recruiting workshops offered in the fall semester to learn helpful strategies and tips from experienced faculty and staff.

### **MARKETING MATERIALS**

Faculty Leaders are responsible for providing content (text and photos) to SAO for the development of flyers, posters, postcards, and a program webpage. Faculty Leaders must ensure that they have permission to use all photos and text with copyright infringement in mind. Any marketing materials developed using SAO templates and printed by the Faculty Leader must be in compliance with all URCM branding rules (<https://identityguide.unt.edu>), and branding approvals must be obtained in advance via SAO.

### **PROGRAM PRINT MATERIALS**

SAO will create a program flyer and a poster, and using standard templates, to promote each faculty led program. The 8.5"x11" flyer is designed for electronic distribution and a PDF will be forwarded to the Faculty leader for attachment to departmental newsletters or posting to Canvas for students in pre-requisite courses. SAO will provide 25 color print copies. Faculty Leaders may print extra flyers as needed using the PDF provided. Additional copies will be provided to faculty leaders participating in SAO events, such as the Study Abroad Expo. SAO will create a poster for each program, using a standard template. SAO will provide six 11x17" color copies for faculty leaders for use in promoting the program and will also provide a PDF version in the event that more copies are desired.

### **PROGRAM WEB PAGE**

SAO will work with the Faculty Leader to create a dynamic web page that will showcase course information, program inclusions and itinerary, and eligibility requirements using a standard template customized to suit the program. Additional information can be added, such as: testimonials, videos, photo slideshows, links to the academic unit's web page, and any relevant scholarship information. Information in the following categories will be requested from the Faculty Leader in order to create the program web page: program overview, dates, location(s), visa information, academic staff and courses, housing, accessibility, resources, and photos. As part of the proposal process, faculty Leaders will submit a course syllabus for each course offered for upload to the webpage.

### **CLASSROOM VISITS AND INFORMATION SESSIONS**

Faculty Leaders should develop a strategy to present information to potential participants through brief classroom visits to students in related courses and follow up with information sessions to discuss course content, location information, and the program itinerary. After gathering names of interested students during classroom visits, information sessions may also be a good recruiting tool for attracting new program participants and making connections with students who have already applied to the program. The more personal connections the Faculty Leader can make with students, the less likely they are to withdraw from the program.

### **STUDY ABROAD PORTAL (STUDIO ABROAD) ACCESS AND TRAINING**

Faculty Leaders will be given access to the application portal on SAO website so they may check the exact status of each student at all times. SAO will offer training on how to use the Studio Abroad system. It is up to each faculty leader to attend these training sessions in order to learn how to use the system to effectively find information.

### **STUDY ABROAD SCHOLARSHIPS**

SAO encourages students to apply for grants and scholarships designed to cover the cost of studying abroad. Please refer students SAO website for full details and eligibility requirements on these and other scholarship opportunities:

- **SAO Scholarships:**
  - IEF Scholarship: This scholarship is funded through the International Education Fee charged to every UNT student each term. Awards are made based on a combination of need and merit and vary based on the program term (semester, summer/winter). In FY20, awards for faculty led programs range from \$1,200 - \$2,000 depending on program length.
  - Study Abroad Travel Grant: This scholarship is funded through the Student Service Fee fund which is reallocated on an annual basis at the SFF committee's discretion. A number of highly competitive, need-based scholarship are awarded each term. In FY18 grants were \$500.
- **Department/College/School Scholarships:** Some departments and/or college/schools offer study abroad scholarships to students. Contact your academic unit for more information on funding available to support study abroad.
- **National Scholarships:** National level scholarships (Gilman, Boren, FEA, etc.) are typically geared towards semester study abroad programs, however shorter programs are eligible for some, including the Gilman Scholarship available to students who receive a Pell Grant. Faculty may research professional organizations and honor societies that offer discipline-specific awards to promote to students.

### **STUDENT ADVISING**

Faculty Leaders are considered the principal advisors and coordinators for their programs. SAO may refer interested students to the Faculty Leader for program information. Faculty Leaders are expected to make time to speak to those students one-on-one. SAO cannot be responsible for inaccurate information communicated by Faculty Leaders and associated staff, or the consequences resulting from the inaccurate information provided.

- **Study Abroad 101 Sessions:**

SAO highly encourages all interested students to attend a Study Abroad 101 session to learn about the application process, timelines, financial aid, registration, etc. Students can find the most current information on where and when they are offered on the SAO website.
- **Importance of Accurate Program Advising:**

- The SAO webpage is the final word on program costs, and Faculty Leaders must advise students accordingly to check there. On the program page, the box in the upper left hand labeled “Program Costs” includes a link to the relevant term’s cost information.
- Please keep in mind, the Program Fee listed ALREADY represents the cost of the program minus the \$500 Program Deposit. Students must pay **both** of these costs. It is critical to represent each cost accurately.
- Faculty Leaders should be careful to accurately represent the program’s academic content, its fit into student degree plans, and its cost. If the Faculty Leader does not know the correct information, they should refer the student to their academic advisor or SAO for assistance.
- Guidance on how program courses fit into a student’s degree plan must be handled by the student’s department. Final responsibility for academic oversight rests at the department and not with SAO.
- **Proper Financial Advising:**

Faculty Leaders should be careful not to make any promises about scholarships or financial aid to students. Students should be advised to speak to the administering body of their individual scholarships for confirmation about applying the award to study abroad. There are important differences between scholarships, grants, waivers, and exemptions – not all can be used for every study abroad program and it is important that students receive accurate information and guidance.

  - **Scholarships**
    - All SAO scholarships follow strict guidelines put out by UNT’s governing bodies. Students should be directed to SAO for any questions regarding SAO scholarships.
    - All college or department-specific scholarships are controlled by that college or department and students should contact them directly with questions.
    - SFAS has put out the following “Cognizant Authority Standard” to abide by:
      - The Administrative Area (i.e. Admissions, Registrar’s Office, Student Financial Aid & Scholarships, etc.) or the Awarding Department (i.e. Toulouse Graduate School, College of Music, Math Department, etc.) sets their program parameters and is aware of communication regarding the program/award. As such, they should always be viewed as the first point of contact for any related inquiries. It is especially important for departments to refer students back to the administrative area or awarding department for information on programs they do not oversee.
      - This standard ensures accurate information is provided initially, and minimizes the opportunity for miscommunication. It also addresses ongoing issues that tend to resurface relating to written materials developed by other departments that can be unintentionally misleading or inaccurate and typically are not maintained.
      - If it is deemed that any information should be provided by another office, the following reference applies:
        - Documents should NOT be created to provide reference about programs administered by another department. Where it is found that these documents exist, departments will be asked to revise the information being circulated or to update online information when applicable.
        - Extreme care should be taken to ensure reference points direct the student to the administrative area or awarding department when inquiries arise. In addition, any information provided via a website or included in FAQs should confirm that students should seek input from the oversight area or department when they have questions.
  - **Financial Aid**

- Students must have applied for the FASFA for the academic year in order to be considered for financial aid.
- For summer they must ADDITIONALLY apply for the Summer Aid Application through their myUNT account. It is beneficial to do this as early as possible for greatest access to funding.
- A student's award eligibility is typically for the entire academic year, so a student is only eligible in summer for aid remaining after fall and spring disbursements.
- All final UNT financial aid decisions rest with Student Financial Aid and Scholarships (SFAS). Direct all students with questions to the following webpage and email address created specifically for study abroad program participants:
  - <http://financialaid.unt.edu/special-programs-and-study-abroad>
  - [specialprograms@unt.edu](mailto:specialprograms@unt.edu)
- Financial aid thresholds are set by the U.S. Department of Education, and neither SAO nor SFAS have any control over this.
- Please carefully consider the consequences of financial advising; not every program is financially within reach of every student. If a potential applicant expresses concerns about cost, refer them back to SAO to find a program that fits their financial situation.
- Important information to keep in mind regarding summer financial aid:
  - There is always a limit on grant funding in the summer.
  - There is always a limit on loan funding in the summer (if students borrowed maximum amount in Fall/Spring – loan eligibility will be \$0 for summer).
- UGRD students must be enrolled (registered) half-time (6 credits) for their aid to disburse; aid does not disburse until day one of the course of the student's sixth credit for the term. GRAD students must be enrolled in 5 or more credits; aid does not disburse until day one of the course including the student's fifth credit for the term.
- Summer financial aid may help defray the cost of study abroad programs but it should not be counted on as the primary source of funding.
- **Budgeting and Financial Planning:**
  - The Student Money Management Center (SMMC) works closely with study abroad students on financial planning for their program abroad. Please feel free to refer students to SMMC to consult with a financial advisor: <https://studentaffairs.unt.edu/student-money-management-center/programs-and-services/study-abroad-coaching-session>
- **Accurate Representation of Program Status:**

Leaders must accurately represent the current state of the program and not assure students it will go without confirmation from SAO. SAO retains the right to cancel a program at any time. This is especially important in relation to the purchase of airfare by students. If students insist on buying airfare before SAO has confirmed that the program has reached minimum enrollment and will be going, please:

  - Put in writing to the student, copying the SAO Faculty Led Coordinator, that purchasing his/her airfare is against the Faculty Leader's recommendation as the program has not been confirmed.
  - Encourage students, if they absolutely insist on buying the airfare, to buy flights with low cancellation fees (through student-friendly vendors like STA Travel or Student Universe).
- **ADA Accommodations**
  - Faculty Leaders should be transparent in their marketing efforts about the functional capabilities required to participate in the program. UNT will aim to make reasonable effort to provide accommodations for students registered with the UNT Office of Disability Access (ODA, <http://disability.unt.edu/services/apply>). Students should request accommodations as early as

possible in the application process to ensure that SAO can research the availability and cost of reasonable accommodations.

- Faculty Leaders may not accept or deny a student on the basis of a disability.
- Programs should include descriptions of the functional capacities that are essential to achieve program learning goals, e.g. students need to be able to independently traverse rocky terrain, climb stairs, deal with extremes in temperature, lift up to \_\_ amount of weight, navigate an urban or unimproved rural environment, engage in discussion of emotionally charged course content, etc.
- Each brochure page on SAO website will include standard text on accommodations and Faculty Leaders are encouraged to include this in their syllabus.
- The Americans with Disabilities Act only applies to the U.S. and U.S. territories. Not all accommodations requested can be provided abroad; they are subject to the environment and the laws of the destination. UNT will make a good faith effort to provide access to reasonable accommodations for students studying abroad but any additional cost (e.g. for Sign Language interpreters, personal assistants) may be the responsibility of the student. SAO will work with ODA and the Faculty Leader to address accommodation requests.
- **LGBTQ Support:**  
To be prepared to support LGBTQ students abroad, please consider attending the Pride Alliance Training run by the Office of Diversity & Inclusion. This two-hour interactive training explores the differences between sex assigned at birth, gender identity, gender expression, and sexuality, as well as the coming out process, pronouns, resources and tools/skills for allyship. Through scenarios created for the specific setting requested, facilitators and participants explore application of knowledge and skills. Please find further resources and information here: <http://edo.unt.edu>

#### **STUDENT APPLICATION REQUIRED SUBMISSIONS AND FORMS**

To complete their initial application, students must complete the following items:

- **Applicant Information:** Each student is required to submit an emergency contact through Studio Abroad.
- **Consent to Release Information (FERPA):** Provides SAO with authorization to be the student's campus representative during their program and release appropriate information needed.
- **Unofficial Transcript**
- **Acknowledgment of Terms of Application**
- **Acknowledgment of UNT Email Communication Policy**
- **Acknowledgment of Withdrawal Policy**
- **Authorization for Treatment:** Faculty Leaders will be given access to an original, signed copy of the Authorization for Treatment form for each student for use in the event of an emergency.
- **Financial Obligation Agreement:** Since UNT will automatically drop students from a courses if there is not enough money plus anticipated financial aid in their student account to cover tuition charges on the first day of classes, this document ensures students are aware of this issue and take time to make previous arrangements with SFAS to prevent being dropped. In the past, this issue has caused a lot of stress for students and a lot of SAO staff time assisting students with getting re-enrolled in their course after they have already departed the U.S.
- **Student Agreement:** Outlines a student's rights and responsibilities during their program, including behavior, payments, withdrawal, etc.

Once they are accepted into a program, students must complete the following items:

- **Medical Information and Request for Accommodations:** Voluntary disclosure of medical conditions, medications, allergies, dietary restrictions, and requests for any ODA.

- **Health Clearance Form:** To be completed by a doctor as well as a mental health specialist, if requested by the doctor. Faculty Leaders can access this form via the student's application portal. Faculty Leaders may review the forms for important medical information and access the form in the event of an emergency.
- **Passport:** Each student is asked to submit passport information. Passport scans may also be required by some program providers.
- **Additional forms requested by faculty or program vendor:** Varies by program.

#### STUDENT PAYMENT SCHEDULE

Students on faculty led programs are asked to pay the following:

- **\$100 Application Fee:** Due at time of application via the Studio Abroad; students will not be considered for acceptance until this fee is paid.
  - Due dates may vary by program based on contractual agreements, but typical dates are:
    - Summer programs: Due by February 1
    - Fall programs: Due by March 1
    - Winter Session & Spring programs: Due by October 1
  - This fee is non-refundable except in the case of program cancellation by SAO or if student with completed application is not accepted based on set admission criteria or capacity issues. Applicants who pay this fee but fail to complete other application materials are not eligible for a refund.
- **\$500 Program Deposit:** Paid after acceptance to confirm participation.
  - Due dates may vary by program based on contractual agreements, but typical dates are:
    - Summer programs: Due by February 15
    - Fall programs: Due by March 15
    - Winter Session & Spring programs: Due by October 15
  - By paying this deposit students commit themselves and confirm participation in the program. The deposit is non-refundable except in the case of program cancellation by SAO.
- **Program Fee:** Balance of program fee billed through UNT student account.
  - Due according to SAO payment deadlines.
  - Any non-recoverable portion of the program fee already encumbered on behalf of the participant is non-refundable. SAO is not able to guarantee, and does NOT guarantee, that any portion of the fees owed to or submitted to SAO will be removed or refunded if a participant withdraws from the program for any reason after committing to participate.
- **Program Tuition:**
  - Due according to tuition payment deadlines by term set by Student Accounting: <http://essc.unt.edu/saucs/payments.html>.
  - If students cannot pay the amount by the required deadlines, they must contact SFAS by emailing [specialprograms@unt.edu](mailto:specialprograms@unt.edu) to identify financial resources, if available.
  - If students do not either pay tuition or have enough anticipated financial aid in their account to cover the cost of tuition by the UNT deadline, they will be automatically dropped from their courses and the program.
  - Non-refundable after applicable term payment deadline set by Student Accounting: <http://essc.unt.edu/saucs/payments.html>.
- **Out of Pocket Costs:**
  - Before program: Passport, visas, airfare, textbooks and supplies, etc.
  - During program: Additional meals, incidentals, local transportation, international phone or data plans, etc.

NOTE: If students are having difficulty making out-of-pocket payments up front, please direct them to the Bailey Legacy Loan Program, administered by the Student Money Management Center and designed to offer small loans to students who have expenses of \$1,000 or less: <https://sfs.unt.edu/short-term-loans>.

### **MEDICAL/COMPASSIONATE WITHDRAWAL**

A study abroad medical/compassionate withdrawal request may be made by a student in extraordinary cases in which serious illness or injury (medical) or another significant personal situation (compassionate) prevents a student from participating or continuing in their study abroad program.

### **ACCEPTING APPLICANTS**

Faculty Leaders are responsible for reviewing and approving all student applicants to the program. Student applications should be evaluated on the following:

- **GPA & Academic Good Standing:** The recommended minimum UNT GPA for participation is 2.25, but Faculty Leaders may set a higher GPA minimum for their program. Students below the 2.25 level run the risk of falling out of good academic standing (2.0 or higher) before the start of the program. SAO cannot accept any students under 2.0 GPA or not in good standing. Exceptions to the GPA requirement are only given in very rare cases based on extenuating circumstances (ex. personal/medical crisis impacting grades) and require the approval of the director of study abroad, as well as the sponsoring department's chair and dean.
- **Disciplinary Checks:** All applicants are subject to a UNT disciplinary check performed by the Office of the Dean of Students and may take several days to complete. Please keep in mind that students who are not in good conduct standing with the university may be subject to rejection based on the details of their disciplinary record. SAO will review the DOS report and discuss it with the student and the Faculty Leader as needed.
- **Other Eligibility Requirements:** Faculty Leaders should evaluate students for any other program-specific criteria they have advertised on their website which must be advertised to students ahead of time. For example, the study abroad application portal can be used to request electronic Letters of Recommendation if SAO is given at least one month to set up the questions requested.
- **Application Forms and Materials:** The application process consists of several short forms and requirements maintained by SAO. Additional forms and/or questions can be added upon request by the Faculty Leader. Leaders must ensure all materials are complete before accepting the student. Please keep in mind that although SAO does not anticipate changes to the forms, changes may occur, and the Faculty Leader should go into individual student applications under the "Questionnaires" and "Materials" tabs to determine current materials requested.
- **Application Fee Payment:** Students are required to pay the \$100 Application Charge at the time of application. Students may be withdrawn by SAO staff during periodic system reviews if they have not paid the application charge and their application has been inactive for several weeks.
- **Acknowledgment of UNT Email:** This ensures students understand all official communication will come to their UNT email. While the student may have a different email, please remember that SAO's systems are automatic, thus you must encourage students to check ALL their accounts.

### **Pre-Departure Considerations**

#### **FACULTY LEADER EMERGENCY PREPAREDNESS AND RESPONSE SEMINARS:**

UNT requires that all study abroad Faculty Leaders, Co-Leaders, and Support Faculty/Staff participate in an Emergency Preparedness and Response Seminar (Faculty Pre-Departure Orientation) every year. Seminar presentations are facilitated by the faculty led program coordinator and cover preparation prior to departure, resources available, financial information, and actions to take while abroad when responding to emergencies. Representatives from the Office of Risk Management, Office of General Counsel, Dean of Students, Office of Equal Opportunity, and Business Support Services are on hand to highlight best practices and answer questions.

## STUDENT ORIENTATIONS

- **Student Orientation led by Faculty Leader:** Faculty leaders are required to conduct at least one program-specific orientation for all students that outlines academic and behavioral expectations; health, safety, legal, environmental, political, cultural, and religious conditions in host location(s); potential health and safety risks including unsafe behavior and preventable accidents; and emergency preparedness and response. This must be scheduled after the final program deadline to ensure that all participants receive the same information.
- **Student Orientation led by SAO:** SAO is responsible for leading a **mandatory** general orientation for all students on generally applicable health and safety, UNT registration and academic considerations, etc. These will generally be held during the last few weeks of the fall and spring semesters. Faculty Leaders may also attend if they choose.

## INTERNATIONAL TRAVEL INSURANCE

All UNT students, staff and faculty participating in university-related travel have access to a comprehensive travel insurance policy. This includes coverage for accident and illness, prescriptions, emergency evacuation and repatriation, and accidental death and dismemberment. There is also very limited coverage for trip delay, trip interruption, and personal property. Faculty Leaders, Staff and students are strongly encouraged to purchase additional insurance coverage appropriate to their personal situation.

- **Student Registration:** Students are automatically registered and pay for their health insurance as part of their program fee. Students will have online access to their health insurance card through their application portal after they are accepted.
  - **Faculty Leader Registration:** Faculty Leaders are automatically enrolled in UNT's health insurance will be required to register their travel through UNT's "International Travel Database" <https://emergency.unt.edu/traveling-internationally>. Faculty Leaders will have their insurance cards available for electronic download and will be given a printed copy during the Faculty Leader pre-departure training.
- **Smart Traveler Enrollment Program (STEP):** Faculty Leaders and individual students are strongly encouraged to independently enroll in the State Department's STEP program as an additional risk management precaution. <https://step.state.gov/step>.

## OUTGOING BSS TRAVEL PAPERWORK

- **Disbursement Method:** Faculty Leaders are required to enable electronic funds transfer (EFT) in order to receive their travel monies through an automatic deposit into their bank accounts. Failure to set up EFT will result in a delay in receiving travel advance funds. Faculty Leaders can enroll for EFT at: <http://BSS.untsystem.edu/employee-eft>  
**NOTE:** This EFT process is different from EFT for payroll. Faculty are not automatically enrolled in BSS's EFT program, even if receiving paychecks electronically.
- **Forms:** SAO will fill out the Travel Advance Worksheet based on the approved budget and final student enrollment. Faculty Leaders must sign and return the forms to SAO promptly, in order to receive program travel monies prior to departure.
- **Disbursement Timeline:** Travel advance monies will be disbursed per BSS policy, currently no more than five (5) days prior to departure. Only one cash advance per employee is allowed per trip. BSS processing timelines are not within SAO's control.

## **On-Site Considerations**

### **ON-SITE ORIENTATION**

SAO strongly encouraged Faculty Leaders to conduct a mandatory student orientation with students on arrival to the program country and again in each new location. This orientation should include a reminder of program expectations, an introduction to the local area and transportation system, reminders of known risks, an overview of program emergency plans (local phone numbers for emergency services/consular services, location of nearest medical facility, a safe meeting point and communication plan, etc.).

### **RESPONDING TO AND REPORTING INCIDENTS ABROAD**

- Faculty Leaders are responsible for responding to and reporting all incidents abroad including behavioral issues as well as medical and non-medical emergencies. Faculty Leaders and Staff should follow guidance outlined in the *Emergency Preparedness and Response Handbook* provided prior to departure.
- Faculty Leaders are considered “Campus Security Authorities” to align with the federal Clery Act: <http://clery.unt.edu/>
  - Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses. This includes all study abroad programs sponsored by UNT.
  - Faculty will be trained as Campus Security Authorities as part of the annual Preparedness and Emergency Response Seminar.

### **FACULTY AVAILABILITY**

Faculty are expected to remain in the program location for the duration of the program, including during free days, in order to respond to student issues. If a program includes two UNT Faculty/Staff, one may be designated as the primary emergency responder during free days allowing the other to travel away from the program location, but this arrangement must be communicated to SAO in advance.

### **SETTING EXPECTATIONS ON STUDENT BEHAVIOR**

- Faculty Leaders are responsible for addressing student behavior that disrupts the program or violates the trip's behavioral expectations. SAO and the Dean of Students Office can assist faculty leaders with behavioral issues.
- Prior to departure, Faculty Leaders should set clear expectations with students about what behavior is not permitted. It is beneficial to discuss expectations that are different from what the student is used to at home or on campus (e.g., professionalism issues as a representative of UNT, alcohol issues in a country with a different legal drinking age, roommate issues in unique living environments).
- Address behavioral issues with students promptly and fairly. The student should be given an opportunity to respond to concerns and given the opportunity to correct inappropriate behavior. Consequences should address the concerning behavior. Again, SAO and Dean of Students Office can assist you.
- Document concerns received, all conversations with students about concerns, and expected outcomes. Share this information promptly with SAO. Inappropriate behavior may be subject to the university conduct process in addition to action taken by the faculty leader, but this must be assessed through the Dean of Students Office. Faculty should not try to determine if behavior violates the UNT Student Code of Conduct or communicate this to students.
- Dismissal from the program should only be undertaken in consultation with SAO. Faculty leaders considering dismissing a student from a program should be prepared to be challenged by the student regarding a decision to dismiss.

#### **FACULTY/STAFF CONDUCT AND LIABILITY**

- Faculty Leaders or Support Faculty/Staff who violate any applicable laws in the U.S. or host country, or UNT policies, will be subject to removal from the program, including while in travel status. SAO and the relevant chair and dean will determine an action plan to minimize the impact on students. SAO will defer to the university to respond in accordance with UNT policy. SAO will strive to maintain the integrity of the program as planned.
- Faculty Leaders and Support Faculty/Staff should be familiar with the UNT policy on the the Use of Alcoholic Beverages,  
[https://policy.unt.edu/sites/default/files/04.016\\_UseOfAlcoholicBeverages\\_2017\\_0.pdf](https://policy.unt.edu/sites/default/files/04.016_UseOfAlcoholicBeverages_2017_0.pdf).
- Faculty Leaders are covered by all the same job protections while abroad as on campus.

#### **Post-Program Considerations**

##### **GRADES**

Faculty Leaders must submit the grades for the courses taught through all regular UNT systems in accordance with deadlines associated with their program's term. Due to the compressed timeline of winter session programs, Faculty Leaders may choose to assign winter session students an incomplete and designate a reasonable deadline after the start of the spring semester for completing program assignments.

##### **BSS TRAVEL PAPERWORK AND RECONCILIATION:**

- In accordance with BSS policies, Faculty Leaders must submit their travel paperwork for travel voucher reconciliation to the Study Abroad Office within five (5) days of their return to the U.S.
- If you plan to return to campus more than 5 days after the program end date, you must inform SAO so that we can make arrangements to receive your travel paperwork electronically or by mail.
- Each receipt should be labeled with the type of expense (meal, taxi etc.) and date of expense, put in the envelopes SAO prepared for Faculty Leaders, and recorded on the transaction sheet provided. Alternately, Leaders may choose to submit receipts electronically using images taken by their mobile phone using an app such a Drop Box.
- No foreign currency or U.S. cash, including coins, will be accepted when repaying a Travel Advance. Faculty Leaders will need to write a check for the requested amount.
- Other important BSS guidelines:
  - Travel vouchers are due to BSS Travel within 7 business days of the last day of travel. At that time a notice will be sent regarding the overdue status. A voucher must be received by BSS Travel within 30 days or the DeptID will be charged the full amount and the delinquency of the traveler will be reported to internal audit. Any travel reimbursement vouchers or advance service requests for the employee will not be processed until documentation for overdue voucher is received.
  - In accordance with IRS directives, a reimbursement request for travel expenses must be submitted within 60 days of the last day of travel or the expenses will be treated as taxable wages.
  - Faculty Leaders who do not comply with BSS deadlines jeopardize the ability of UNT to provide travel advances for faculty led programs as well as for their own future UNT travel.

##### **PROGRAM ASSESSMENT:**

Program evaluations will be distributed to students by SAO within several weeks of the conclusion of each program, after students have had some time to process their study abroad experience. Faculty Leaders are asked to encourage students to complete SAO online program evaluation. The results of these evaluations will be shared by SAO with the Faculty Leader and may also be shared with the chair(s) and dean(s) upon request.