

International Education Center

Study Abroad Handbook

Establishing and Maintaining a Study Abroad Program 2015-2016 Procedure Manual



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The purpose of this manual is to provide Savannah State University faculty with information necessary to establish and maintain a Study Abroad program. The policies and procedures outlined in this manual are consistent with the University System of Georgia's Handbook for Developing and Maintaining Study Abroad Programs.

Study Abroad: An Introduction

Study Abroad Programs have become one of the integral instruments designed to increase the global competence of students in the 21st century. Colleges and Universities across the globe are developing study abroad programs to promote the global education of their students. As the world economy continues to rely on international relations, institutions of higher education have a universal responsibility to ensure students are well prepared to enter any career field by offering – and encouraging – the opportunity to experience other countries.

It is with this understanding that Savannah State University is shaping its study abroad programs. Our students traveled this past summer through short-term, faculty led programs to China, Costa Rica, France, Ghana, Grenada, Ireland, Italy, and Vietnam. In addition, students have the opportunity to join other study abroad programs offered by other University System of Georgia institutions. The International Education Center is committed to expanding opportunities for Savannah State University students through active faculty and student involvement.

International Education Center

Director of International Education Center Duties

1. Reports to the Vice President of Academic Affairs.
2. Performs vital functions relating to International Education.
3. Oversees the training, supervision, and evaluation of International Education staff.
4. Facilitates the internationalization of the campus community by sponsoring cultural events, lecture series, and exchange programs.
5. Monitors the study abroad programs and services provided to international students.
6. Serves as the liaison between Savannah State University and the various foreign universities with memorandum of understandings.
7. Notifies and updates the University about changes in federal regulations.
8. Performs additional and miscellaneous job-related duties as assigned by the Vice President for Academic Affairs and the President.
9. Serves as a professor teaching a minimum of two courses per semester.

Study Abroad Coordinator Duties

1. Oversees the certification of all Study Abroad Program Managers and Chaperones.
2. Coordinates the study abroad programs.
3. Manages International Education Committee for program approval process.
4. Works with current and potential study abroad managers for curriculum development, credit hour management, recruitment, and pre- and post-departure information.
5. Directs and manages all aspects of Visa applications for employees.
6. Directs and coordinates liaison with federal and state agencies, ensuring compliance as stated in the federal registry.

7. Facilitates consultation with faculty, academic staff, and administration regarding VISA applications and submissions, ensuring consistency and conformity with agency requirements.
8. Interprets federal regulations and guidelines on Visa processes and applications.
9. Maintains a database of information for Visa applications in compliance with federal requirements.

International Education Committee

1. This committee will consist of a maximum of seven people: the Assistant Provost and VPAA; four faculty members to be appointed by the Dean of degree-granting units: CLASS, COBA, COST, and the School of Education: one person recommended by the Director of the Library, and an individual appointed by the Vice President of Fiscal Affairs. In the absence of the International Education Committee, the International Services Committee of the Faculty Senate can carry out the tasks listed below;
2. Duties of the International Education Committee
 - a. Review and approve applications of professors for study abroad.
 - b. Determine which students will receive study abroad scholarships.
 - c. Advise the Director of International Education about compensation for professors whose salary is pro-rated.

Program Manager Duties

1. Program development and application.
2. Needs assessment and coordination with department dean.
3. Curriculum development to ensure contact hours are met for credits.
4. Student recruitment for program enrollment.
5. Scheduling pre- and post-orientation meetings.
6. Manages all coursework and maintains academic rigor integrity.
7. Safety and Liability of students while abroad.

Approval Process

Proposals to establish a study abroad program must be submitted by October 1. The proposal will be scored by the International Education Committee on the following criteria: Completeness of Proposal, Academic Rigor, Budget, Innovative Program Design, Diversity, Safety, Knowledge and Experience, and Previous Successes. Decisions regarding the proposal will be sent to the submitting professor, the Department Chair and the Dean no later than October 20. Any requested changes or updates must be resubmitted to the International Education Center and final approval made by October 31.

Once the program has completed final revisions, the Study Abroad Program Approval Form is submitted to the Board of Regents Office of International Education for final authorization. This form is contained in the *USG Study Abroad Program Director's Handbook*, which is available online at:

http://www.usg.edu/international_education/faculty_administrators/policies_procedures_for_ms.

A copy of the form is also found on page xx of this handbook. The program is approved for Summer or Spring Break Semester 2016 or Fall Break 2017.

Program Design

When developing a study abroad program proposal, be sure to address the following:

- The course proposal does not replicate another program offered in the University System of Georgia.
- The student learning outcomes are clearly defined.
- Credits to be awarded must be consistent with the curriculum and contact hours. In the case of study abroad, the common practice is to reduce the classroom contact hours because of the field excursions. Keep in mind, two hours of field excursions are the equivalent of one hour of classroom instruction.
- No more than one-half of the contact hours should be spent on field experiences (37.5 hours for 3 credit course).
- There must be strong student interest in your proposed program.
- A projected budget form from the USG Study Abroad Program Director's Handbook must be completed by the Study Abroad Program Manager and submitted as part of the program proposal.
- A separate budget must also be submitted for the cost for program manager travel. Three (3) quotes on accommodations must be included with the submitted travel request, Per Diems as defined by University System of Georgia are to be divided by 2 because of the length of stay, and any travel required outside of the program costs (e.g. travel to and from the classroom). Payment for courses taught is defined on pg 8-9.
- If 2 program managers are offering a program together, 6 students must register for classes for 1 manager to be allowed to attend, 10 must register for both managers to be paid for classes. Payment for classes, after 10 students are registered, is handled as defined by number of students in each class. A third chaperone is not permitted unless the program obtains 21 or more students on the trip, maintaining the 10:1 ratio.
- If another institution of higher education is involved in the program, The Study Abroad Program Manager must provide contact information for the business office of the foreign institution, along with the completed and signed Study Abroad Program Approval form. Approvals must be secured for the inaugural year of the program, but not for future years of the program remains substantially unchanged from the initial approval.
- Develop a recruitment plan for the program.
- The standard evaluation form developed by the International Education Center should be used at the end of the program.
- Savannah State University will not promote or encourage students to go into any country that is on warning status with US Department of State Travel or any country whose laws allow individuals to face prosecution due to sexual orientation.

The Established Study Abroad programs

Faculty of Savannah State University can propose to teach a course in the summer study abroad programs already established by the International Education Center. The program manager of record has the option of accepting an additional course to be offered within the currently offered program. If the additional course is accepted, the new course must meet the same enrollment numbers as described for the original program and for the same amount of payment. A minimum of 10 students must enroll in both courses for both professors to be allowed to travel.

Study abroad programs can be conducted in a country where the university has not participated in the past. If this occurs as a result of a grant or a special arrangement with foreign universities. Faculty interested in teaching in any of these programs must follow these procedures:

- Submit a course proposal by September 30 through the Department Chair and the Dean.
- Once approved by the department, the proposal goes the Study Abroad Advisory Committee.
- Upon recommendation of the Study Abroad Advisory Committee, the Director of the International Education Center informs the faculty to begin the recruitment process
- The International Education Center will advertise the program during the study abroad fair in October.
- Students submit their application with a non-refundable application fees that will be credited in the student's account.
- The student will adhere to the payment deadline set in the student's study abroad handbook.
- The faculty will be able to travel with the students when the number of the participants is at least 6 depending on the cost of the program.
- All instructions and guidelines pertaining to the trip are outlined in the Study Abroad Handbook which will be provided to students and the faculty.

SSU faculty teaching SSU courses abroad through other institutions must submit their course proposals to their respective chairs. If the department chair approves the proposal, he/she sends the proposal to the Dean for approval, and then the Dean, if he/she approves, submits the proposal to the International Education Center. The International Education Center will help the professor advertise the course by printing flyers, brochures, and application forms. Only permanent full time faculty can teach a study abroad course; however, the Provost/Vice President of Academic Affairs can grant this privilege to non-permanent, full time faculty for their remarkable services to the university.

Faculty Involvement

Any Savannah State Professor can establish and maintain a study abroad program. Once the program is approved and the professor is certified through the International Education Center, the professor becomes the program manager for that specific program; however, there are

procedures and rules that must be followed. These rules and procedures are clearly outlined in the USG Handbook for Developing and Maintaining Study Abroad programs (http://www.usg.edu/international_education/).

Study Abroad Faculty Recruitment Process

1. First week of August (Faculty Institute): The IEC provides a certifying workshop including handouts and a presentation highlighting program submission requirements, safety for students, and an overview of this handbook.
2. August 15: An email to ALLUSERS and ALLFACULTY will be sent to remind the faculty about the steps leading to the recruitment of study abroad faculty.
3. September 1: A call for proposals will be issued by the Office of International Education via email to ALLUSERS and ALLFACULTY. A submission packet will be attached to this email.
4. September 15: Another email will be sent to remind the faculty about the call for proposals. The packet will be attached again just in case some faculty cannot locate the previous email.
5. September 25: The last email reminder will be sent to faculty.
6. October 1: All packets must be in to the IEC for consideration.
7. October 5-6: The International Education Committee meets to review the course proposals. The committee may approve, approve with changes, or deny any proposal submitted.
8. October 7-8: The Director of the International Education Center (IEC) informs the applicants of the recommendation of the International Education Committee. All required changes are due to the IEC on October 15.
9. October 10: The Director of the IEC meets with the study abroad faculty.
10. October 17: The Director of the IEC and approved professors participate in the Study Abroad fair and recruitment.
11. October to April: Recruitment and meetings with study abroad students. Faculty will be expected to regular meetings with their students. Meetings are scheduled at the discretion of the program manager. The Study Abroad Coordinator will attend when possible and be available for presentations as requested. Students will be informed of payment plans and the deadline for the purchase of airplane tickets. Visa and passport applications will be completed.
12. End of May: The Study Abroad Coordinator purchases airplane tickets.
13. Late June or early July: Program managers and students travel!

Needs assessment

A faculty member should establish a study abroad program to meet the needs and interest of their specific departments and students. Departmental approval is the first step to move the proposal forward. As elaborated in the USG Handbook, a formal needs assessment should be conducted and reflected in the final program submission. Assessment includes:

- An examination of the goals and mission of the institution and department sponsoring the program.
- The means by which a study abroad program might achieve these goals.
- A survey of the interest of students.
- Determination of the type of study abroad program needed to fit these goals and interests.

Faculty members should consider elements such as high demand for additional study abroad programs from students. The faculty must also examine whether a major field study needs to be added in a country where there is already a study abroad program in another field of study. Each proposed program must offer a stand-alone course that is supported by the international travel involved for that program. In every situation, the faculty and IEC staff will adhere to Department of State Security warnings for safety and travel prior to departure.

Faculty-Student Interest Meetings:

Meeting topics should include but are not limited to:

1. The course, the syllabus, and how the course can fit into the student's coursework toward graduation. Faculty should ensure that the academic advisor and department chair approved the course as a substitute for a major course or major elective.
2. Remind students about making their payments as indicated in the handbook.
3. Discuss fundraising strategies.
4. Obtaining and making appointments for passports.
5. Scholarship Applications and workshops.
6. Students may provide a list of potential donors (families, friends, organizations, churches, etc.) that can be contacted on behalf of the students for fundraising purposes. A form letter will be available to send to the donors.
7. Update students about the trip status, the number of students in good standing, talk about how to use their refund funds for study abroad, etc.
8. Cultural differences and what to expect in the area where students are traveling.
9. Safety – statistics on crime in the area and how to stay safe.

Professor Compensation

1. All professors teaching in the summer study abroad program should be compensated at the same rate as a fully subscribed summer course on the campus. The current rate of pay is \$5,100 per course. The salary will be pro-rated if there are fewer than ten students. The minimum number of students for a study abroad program is six.
2. Faculty for study abroad should teach only one course. If the faculty member chooses to teach an additional course, the compensation will remain the same and must be with the approval of the Dean, Department Chair, or IEC director. Students are required to enroll in at least one course.
3. All professors teaching in the summer study abroad program should receive his/her transportation costs, housing, and meal stipend while abroad – see per diem rate.

4. If 2 professors are applying for one program – 6 students must be registered for the trip to be permitted. If ONLY 6 students register, only 1 professor will travel with the students. For both professors to attend, 10 students must be registered to attend and professors will be paid according to the number of students registered for his/her class.
5. Professors who are acting as chaperones should receive an honorarium of \$1,000 in addition to transportation, housing, and meals.
 - a. This compensation is requested because of the multiple duties handled by the study abroad professor: supervision of students, dispersing and returning funds, and scheduling academic activities related to the host country and other duties.
6. Per Diem: All Per Diems (meal stipends) will be paid at ½ the rate allotted by the State of Georgia website. Due to fund allocation and the cost of the trip, this rate has been pre-approved by the study abroad committee.

Student Recruitment

The International Education Center is committed to promoting the international experiences of our students. Therefore, the recruitment of students will be done congruently by the faculty and the International Education Center. The Center will use a portion of its budget for advertising and printing of brochures and flyers. In addition, the Study Abroad Fair organized by the International Education Center gives faculty an opportunity for one-on-one recruitment. Some of the ways to recruit students for the study abroad programs are:

- Using college's faculty: Through the various classes taught by different faculty members, the program can be advertised. Students are strongly influenced by their instructors; therefore, the support of college faculty members is crucial. Faculty members can invite the program director to visit the class to make a presentation about the program or they can distribute flyers to students.
- Student Organizations and Residence Halls can also be used for recruitment purpose.
- Study Abroad Fair, where all various programs are exhibited to students, professors are encouraged to bring their classes.
- Distribution of brochures, posters, and flyers around campus.
- Use of local media, especially the Savannah State University Radio.
- Development of microsites, social media outlets, e-meetings, etc.
- Visits to other University System of Georgia campuses.

Study Abroad Student Recruitment Timeline

1. August-September: Presentations and class visitations by IEC staff, and students who participated in the summer study abroad program will begin discussing summer possibilities.
2. October 17: Study Abroad fair and the beginning of recruitment for the next summer study abroad program. Students will sign up for programs they are interested in and will be given application forms for study abroad and for passports.

3. October 17-20: The IEC provides the study abroad faculty with the list of students according to their programs. Each list will have students' names and email address. The IEC and the study abroad faculty encourage students to submit their applications for study abroad.
4. October 17-20: The IEC will maintain the website to provide students with information and applications on the upcoming study abroad trip.
5. October 17-20: Program managers will schedule interest meetings with their prospective students and the IEC will create a database of emails and areas of interest to update students on study abroad programs.
6. October 17- February 28: The IEC will be accepting applications with the \$100.00 non-refundable deposit. This office will have established an online method of payment that will allow students to make payments toward their trips at any time through our website. Upon payment of the \$100.00 deposit, a study abroad handbook will be given to the student. This handbook provides students with important information about study abroad, including the payment schedule.
7. December 1: All students without passports will be reminded to submit their applications for passports.
8. October-December: Students must make payments totaling at least \$500.00 including their deposits by December 31.
9. January-April: Students must make payments bringing their total balances to \$2,000.00 by April 31.
10. February 28: This is the last day to apply for study abroad. However, students must make a total payment of at least \$1,000.00 in February and another payment of \$1,000 by April 31.
11. May 25: Orientation sessions begin for students traveling on summer programs.
12. May 25: Purchase airplane tickets.
13. June 1: The full balance of the study abroad program is due.

Transient Students

Students from other institutions can enroll in SSU study abroad programs as transient students. USG encourages all 35 institutions to open their programs to students from other institutions and welcomes recruitment across those campuses. However, the transient form should be signed by the study abroad advisor of the student's home institution in order to ensure that the credits earned in the study abroad course will be accepted by the student home institution. Program directors should not enroll students in a study abroad course whose credits may not be accepted by the student's home institution. Likewise, SSU students who enroll in a study abroad program offered by another USG institution must comply with this policy.

Faculty to Student Ratio

A minimum of 10 students per faculty is highly recommended for all study abroad programs. This 10:1 ratio allows the faculty to maintain some level of summer salary. The number of students can fluctuate between 5 to 15 students. However, faculty will have to accept a reduced salary for a number less than 10 students.

Budgeting

The budgeting process for study abroad programs should be based on a reasonable projection of operating costs in the host country, including consideration of projected currency exchange rates. In order to secure guaranteed exchange rates, institutions may purchase currency exchange futures contracts which establish a fixed rate of foreign currency exchange for specified US dollar amounts at designated dates. Consistent with any contract that obligates the institution's president or his/her designee. For additional information for foreign exchange hedging or spot transactions, please refer to the following website:

<http://www.treasury.gatech.edu/contPrograms.html>.

Handling the fiscal matters that relate to the study abroad program may be complex. The involvement of the office of fiscal affairs is necessary to help the program director avoid making decisions that may violate the federal, state, and institutional guidelines. In this context, the International Education Center works with an official designated by the Vice President of Fiscal affairs.

There are two types of accounts that relate to study abroad programs: Agency Account and General Funds (Tuition) account. Study Abroad students must make payments to both accounts. In preparing the budget, the program director must outline the estimated income and expenses for the program. Once, the total cost of the program is determined, the program director can divide the total cost by the number of students to assess the amount to be paid by each participant.

Budgeting for instructional costs paid from the general fund may consider both tuition revenues and state appropriations generated by student enrollments in study abroad programs, consistent with budgeting for other academic programs.

In addition, the budgeting process should include the establishment of a reserve fund, appropriate to the size and scale of the institution's programs, to ensure that the institution can meet reasonable contingencies that may arise during the operation of the program. It is recommended that an amount not less than 5% but not more than 20% of the program fees be budgeted for this reserve.

Student tuition and applicable mandatory fee revenue is assessed and recorded in General Funds (E&G) as tuition revenue. Salaries and benefits of program faculty and staff should be paid from applicable departmental E&G funds.

NOTE: Costs of instruction and other instructionally related costs such as faculty travel, lodging, meals, and other instructional expenses such as tutors, lecturers, room rentals, etc., may be paid from E&G funds.

Program fee revenue and related expenses are recorded in an Agency fund account specific to the responsible program or office. Student-specific expenses must be paid from the Agency account. Typical student specific costs include travel, lodging, tours, meals, event fees, and

student supplies. Students are also assessed an additional program fee to cover such things as the cost of travel and non-instructional costs of conducting the program.

NOTE: If an Agency account has been inactive for eighteen (18) months, with no deposits or expenditures, any excess funds remaining in the account must be transferred to another study abroad program fund or to the general fund.

It is recommended that the revenues and expenditures of study abroad program accounts be audited at least once every three years. This audit may be performed by the institution internal auditors, Board of Regents internal auditors, State of Georgia Department of Audits and Accounts auditors, or external auditors.

Funding for Study Abroad

A study abroad scholarship account has been established through the International Education Center. Efforts should be made to encourage faculty, staff, and alumni to contribute to our two study abroad funds. Some of the money from the Annual Giving and T.I.G.E.R. programs could be used to give scholarships to students who wish to study abroad.

The International Education Committee, with input from (1) the professors who are leading a summer study group abroad and (2) the donors to the Study Abroad Scholarship Fund (housed in the International Education Center), will determine the students who will receive scholarships based on need and/or outstanding academic achievement.

The International Education Center is dedicated to maintaining a list of available scholarships and grants made possible by outside funding sources. The list is available electronically and by request.

Study abroad fees generally consist of two component, tuition and mandatory student fees related to the actual registration for classes. All study abroad students pay a minimum of in-state tuition and applicable mandatory fees, some of which may be waived in accordance with BOR policy. Whenever possible, tuition should be assessed by the regular student information system when registration occurs. Payment due dates and refund dates should be the same as those for students taking campus-based courses.

Tuition charges for out-of-state students are set at a minimum of in-state tuition plus a \$250 surcharge per term. A higher surcharge may be assessed if approved by the president of the institution or his/her designee, but the tuition and surcharge should never exceed the BOR approved limit for out-of-state tuition charges.

Program specific fees (for travel, lodging, meals, exchange rate variance, etc). These program fees should be assessed in the student information system whenever possible. The payment deadlines and refund schedules for these fees will vary from program to program. Payment due dates and refund dates can be earlier, but should not be later than the due dates and refund dates for students taking campus-based courses.

Agency Account

The Agency account is established to cover the fees associated with the program. These fees include air fare, excursions, lodging etc. The total cost of the program should reflect all fees that relate to the program. Elements to be listed in the total cost of the program include:

International Travel

In-country travel

Accommodations

Meals

Visas (where applicable)

Guided tours

Medical Insurance

Facilities rental

Guest Lecturers

Printing

Program supplies

Reserve funds (5% of the cost)

Therefore, on the basis of these costs, a budget will be established and the total cost of the program will be divided by the number of students. Students' payments will include the following: application fees and down payment plus the remaining individual balance of the program costs.

The Agency account cannot be used to cover faculty's expenses such as air travel, salaries and meals. Faculty will have to submit a travel authorization form and their expenses will be covered by another account (General Funds). In addition, no funds can be transferred from the General Funds account to Agency account. Furthermore, the study abroad must remain active every year. This account is closed when the study abroad is not active for 18 months. In this case, the remaining funds will have to be transferred to another account.

Payment Options

Students may make payments to the cashier who will post them in the agency account which will reflect each student's payment record. Students are also encouraged to make payments through MarketPlace for individual account maintenance. All payments must meet the deadline so that the air plane tickets can be purchased on time. Payments of the program fees to the host institutions vary according to the country. Bank transfers, money order, traveler checks or other means can be used to make the payment.

To the maximum extent possible, arrangements for goods and services needed while abroad should be paid directly to the vendor from the General fund account and/or Agency account established for the study abroad program. There are, however, situations where payment for goods and services abroad must be rendered at the time they are acquired. In these situations, the institutions may utilize several methods to make payments while abroad.

Any of the following (or a combination of) can be used for purchases and expenses associated with study abroad program:

- Corporate card
- Bank account in foreign country.
- Procurement Card (PCard)

NOTE: The PCard may be used for the following:

- Student food, lodging and travel (Agency accounts)
- Entrance fees to educational venues (Agency accounts)
- Operating Expenses and Supplies (Agency accounts)
- Fuel for rental vehicles (Agency accounts)
- Emergency situations
- Check request
- ATM card
- Stored value card
- Traveler's check
- Cash advance/petty cash advance to an authorized institutional representative

Direct payment by an authorized institutional representative from personal funds, with a reimbursement request to follow Study abroad programs should comply with all applicable BOR and institution policies regarding procurement and use of these payment methods.

The State Accounting Office and the Department of Administrative Services encourage faculty and university employees to use a personal credit card to pay for their travel expenses, whenever practical, and then to utilize travel expense reimbursement procedures.

Each institution will have the authority to determine the best way to handle payment of purchases and expenses for its study abroad programs. A petty cash fund may be established to pay for goods/services while in a foreign country. However, due to the risks and responsibilities associated with petty cash, its use should be limited to those situations where other payment alternatives are not an option.

Institutions using petty cash will need to have the following in place:

- Petty cash application and approval process
- Procedures for opening a petty cash bank account
- Reconciliation guidelines
- Closeout guidelines
- Management, record-keeping, and reimbursement procedures

**Many foreign countries offer refunds of sales taxes, often called value-added taxes or VAT, for purchases of goods and services associated with study abroad programs. Institutions should actively pursue these options, in order to reduce program costs to participating students. **

Other fees may or may not be included in the program costs. These fees relate to charges pertaining to passports, visas, laundry services etc.

As stated in the USG Handbook, once a budget is established, the program director must consult with the business officer who will explain the fiscal management practices to be followed. Note that tuition is managed by another account.

General Funds Account

While program fees are managed by the Agency account, tuition is handled by the General Funds account. According to the BOR policy, tuition funds held in the General Funds account must be spent by the end of the fiscal year (June 30).

Faculty traveling abroad with students must submit a travel authorization form allowing fees and salaries of the faculty to be covered by the General Funds Account (see Travel Authorization and Expenses Forms on p. 17-18). These funds cannot be transferred to the Agency Account in order to cover the program fees. Once the study abroad program has been approved, the International Education Center will inform the Bursar so that tuition payments for a specific program are held in the General Funds Account. Charges for tuition will appear on students' accounts and students pay their tuition directly to the cashier.

The Bursar will remove the charges associated to health, student activity, athletic, student center/stadium facility, and transportation fees given the fact that study abroad students will not be on campus while taking their courses abroad. This is consistent with the policy of the BOR. Also non-resident students are not charged full non-resident tuition. According to the USG Handbook, "The Board of Regents of the University System of Georgia has provided that USG institutions may set the out-of-state fee at a maximum of \$250 for study abroad participants from out-of-state. Thus, these students pay in-state tuition plus the fee set by each institution. Further, students coming to your institution through direct, one-to-one exchange program also pay in-state tuition." (USG handbook, p.49)

Travel Authorization and Expenses forms

Faculty traveling with student abroad must submit the Travel Authorization form through their respective department chairs. Once approved, all faculty expenses (travel, lodging, salary etc.) will be covered by the General Funds account. The Agency Account cannot be used to support the faculty's travel expenses.

At the end of the study abroad program, the faculty member must submit an itemized accounting of payments with receipts to the Finance Office. Therefore, it is imperative that faculty keep all receipts of trip expenses. When the receipts are in foreign language, the faculty must provide the monetary figures and exchange rate. Copies of the Travel Authorization form and Expense report must be submitted to the International Education Center.

BUDGET SHEET FOR STUDY ABROAD PROGRAMS

NOTE: Every program will vary. Program Directors must complete accordingly.

Institution: Savannah State University

Program Title:

Faculty:

Dates of Program:

Number of Students:

Program Fee:

Credit Hours:

Program Fees	Paid from Program Fee	Paid by Student	Totals
Fees for international lecturers, presenters, guest instructors, etc.	\$	\$	\$
Administrative Fees Abroad Including visas	\$	\$	\$
Study Abroad Insurance	\$	\$ 40.00	\$ 40.00
Housing	\$	\$	\$
Meals	\$	\$	\$
Transportation (a) airfare (b) land travel	\$ \$	\$ \$	\$
Cultural / Historical Excursions	\$	\$	\$
Books & Supplies	\$	\$	\$
Other: including fees for facilities and equipment	\$	\$	\$
Reserve Fee (USG requirement)	\$	\$ 100.00	\$ 100.00
Other Expenses (including promotional materials)	\$	\$	\$
Subtotal	\$	\$	\$
SSU Fees			
Tuition (determined by The Bursar) (\$130 x # of credit hours)	\$	\$	*****
SSU Institutional Fee		\$ 202.00	*****
SSU Technology Fee		\$50.00	*****

Financial Aid

A Financial Aid officer will work with the International Education Center to provide assistance to study abroad students. Usually, Hope Scholarships and Federal Aid can be used to cover the costs of study abroad programs during Fall and Spring Semesters. The Financial Aid Officer will meet with every study abroad student who needs financial aid to determine how Hope Scholarship and Federal Aid can be used toward the program for which the student is enrolled.

As stipulated in the USG Handbook, "Title IV of the Higher Education Act of 1965, which is reauthorized every five years by Congress, makes it legal for federal student financial aid money to be used for study abroad if the credit earned is approved by the home institution. Examples of federal financial aid programs are Federal Direct Subsidized and Unsubsidized Loans, Perkins Loan, Federal Direct PLUS, Student Incentive Grant (SIG), the Federal Pell Grant, and the Federal Work-Study program. Institutions cannot legally prohibit a student from using federal financial aid for study abroad." (USG Handbook, pp. 24-25)

In addition, study abroad students can also receive state financial aid through the STARS (Student Abroad with Regents' Support) Program. This program is jointly funded by the Board of Regents and the college and universities of the University System of Georgia.

USG students who participate in approved study abroad programs should normally be assessed tuition and program fees by their home institution (or the sponsoring institution) Bursar's Office. Study Abroad Offices and program directors should provide to the Bursar's Office necessary information about each student and his/her appropriate program charges, so that these can be entered into the institution's student information system.

In most instances a USG student should remain registered at his/her home institution during the period of international study. Students remain eligible for all appropriate financial aid. Financial aid awards may be adjusted to include higher costs of travel, living expenses, etc. that may be incurred for the study abroad program.

Study Abroad Scholarships

The Office of International Education is committed to helping students who may not be able to participate in study abroad program due to financial constraints. Therefore, a study abroad scholarship fund has been established through the International Education Center. Students can submit their applications to the study abroad scholarship committee which makes decisions on case by case basis. The IEC will also maintain a current list of scholarship opportunities available to students and where to apply online.

Fundraising

Students and faculty may organize activities designed to help students raise enough money to cover some of the program costs. Organizing fundraising requires the approval of the Office of Institutional Advancement. Therefore, before engaging in fundraising activities, faculty can fill out the fundraising form and submit it to the appropriate offices for signatures. Once approved, fundraising activities begin. These activities range from bake sales to dinners, and letters to Alumni, churches or business organizations.

Recommended Payment Timeline

7 months before departure – \$100 application fee and \$300 deposit

6 months before departure – 25% of total program cost

5 months before departure – 25% of total program cost

4 months before departure – 25% of total program cost

2 months before departure – final balance is due

Travel Arrangements

The International Education Center works closely with the SSU Purchasing Office to secure air plane tickets at the group rate. If faculty or students have contacts with travel agencies that offer lower prices, they can provide the information to the purchasing office. In any case, finding the cheapest air fare will be the goal of the Purchasing Office and the Office of International Education.

Insurance

All students traveling abroad need insurance coverage. According to the USG Handbook, “it is imperative that students carry adequate health insurance while abroad. A health policy should cover treatment for accidents, illness (including health illness), hospitalization, and medical emergencies. Students should also have a policy that covers medical evacuation and repatriation of remains.” (USG handbook, pp 59-60)

The Cultural Insurance Service International (CISI) is the current provider used by the USG institutions. SSU and all USG institutions use the CISI as insurance provider for study abroad students. Students may be able to purchase additional insurance through travel agencies to cover other cases such as trip cancellation or luggage loss.

Liability Release Form

All students traveling inside or outside the United States must sign a liability form provided by the office of Student Affairs and can be found on the website - <http://www.savannahstate.edu/cost/nat-science/documents/SSU-RELEASE12aSR-Web.pdf>.

The form clearly states, “Savannah State University encourages students to strengthen their education and cultural competencies through participation in University sponsored off-campus

events. When students travel to and from University sanctioned events in a University owned or leased vehicle, or privately owned vehicle, Savannah State University requires you to assume all liability for your personal safety and wellbeing.” In any case, The International Education Center and professors traveling with students will make the safety of students one of their most important priorities.

Pre-Departure Orientation

To help students prepare for studying abroad, the Director of the International Education Center and the professor traveling with students will conduct a series of two or three workshops on campus. During the orientation, students will obtain information about:

- History, politics, geography of the country and the culture of the people.
- A guest speaker from the country may be invited to speak to students.
- Travel inside the country, visa, health information based on the CDC report, housing, transfer of credits for transient students, credits for our students, any report from the state department regarding the country, and registration with the state department prior to the trip.
- Currency and exchange rate.
- Contact information abroad, how to reach the International Education Center from a foreign country, and how to contact friends and family from overseas.
- What to do in case of an emergency.

This orientation will also allow students to meet other participants so that they can get acquainted with each other before the trip.

Attendance of this orientation is mandatory and parents, relatives, friends, spouses are encouraged to attend. The Director of the International Education center will remain in contact with the parents to keep them posted about the whereabouts of their loved ones.

Evaluation

A standardized evaluation form must be completed by all study abroad program students. The form is designed to help SSU improve its study abroad programs. The evaluation refers to all components of the study abroad program including the pre-departure orientation, accommodations, field trips, course contents, food, transportation etc.

Record Retention Policies

All the records regarding a specific study abroad program (student application, waivers, etc.) must be kept for 7 years, except the copies of passport that must be returned to students.

Risk Management

The Board of Regents advises study abroad program directors to be mindful of the risk management issues. All program directors are encouraged to read the guidelines issued by NAFSA, the Association of International Educators. The document is entitled: "Responsible Study Abroad: Good Practices for Health and Safety." It can be found on the NAFSA website in the following link: <http://www.nafsa.org/resourcelibrary/default.aspx?catId=518265>

In conjunction with the Board of Regents, the University System of Georgia also has its own page dedicated to Health & Safety for study abroad – please see the link for up-to-the-minute updates - http://www.usg.edu/international_education/study_abroad/health_and_safety.

Safety and Liability issues

Tort law covers civil suits involving wrongful acts that result in injury, loss, or damage, and negligence is the most common tort litigation. **In study abroad, the most common example of negligence is a failure to counsel students sufficiently about risks and dangers – natural, social, political, cultural, and legal – inherent in living in a foreign environment.**

A legal judgment of negligence must prove duty, breach of duty, proximate cause, and actual injury. Duty is defined as an obligation recognized by the law. A duty is determined when the risk in question is deemed to be foreseeable through the objective eyes of "a reasonably prudent person in a similar situation." Once a duty has been determined to exist, a standard of care is established. Disregard of this standard of care is a breach of duty and can result in liability. For example, a program director that takes a group of students into a known war zone has breached his duty.

With a breach of duty established, a litigant must determine proximate cause. Proximate cause is proof that the breach of duty resulted in the injury, loss, or damage in question. Finally, successful litigation requires proof that an actual injury, physical or mental, occurred.

It is important to note that the standard of care in study abroad programs is higher than at the home campus because students are in unfamiliar environments without the support networks they are accustomed to. In addition, students may be operating in non-English speaking populations. You must be conscious of this fact during pre-departure preparations and on-site management of your program.

The following are ways to minimize the risk of tort litigation.

Program and Site Familiarity

You must be thoroughly familiar with the program; providers of services; and the cultural, political, and social conditions of the site. Investigate the security of all accommodations and the safety record of all transportation providers. Research the security of all destinations and the areas through which the group will travel using ground transportation. Monitor State

Department Travel Advisories and Consular Information Sheets at http://travel.state.gov/travel/cis_pa_tw/cis_pa_tw_1168.html. A site visit/planning trip well before the program begins is absolutely necessary.

Supervision and Backup

Make sure that someone is always in charge. A co-director, program assistant, dependable student or other backup leader must be available in case the director is unable to function. Students should always be accompanied during group travel. Someone (director, assistant or co-director, host institution staff, or student leader) should be available to handle emergency situations at all times. Honorariums or stipends provided to host institution staff or student leaders must be included in the program budget.

Insurance

Students going abroad must carry insurance that will cover medical expenses, repatriation of remains, and medical evacuation. The study abroad group medical policy provided by the International Education Center, which costs approximately \$30 - 50 per month per student, is required. *Students should carry the insurance card with them at all times.* Faculty leading study abroad programs will also be covered by the same policy and at the same rate. The International Education Center will enroll students and faculty in the program. It is the individual's responsibility to print their insurance card. Coverage is provided by CISI (<http://www.culturalinsurance.com/>)

Orientation

One of the best ways to ensure the safety of students and minimize the occurrence of litigation over negligence is to provide a thorough orientation. The International Education Center Study Abroad staff will participate in at least one program specific orientation to ensure that the institutional policies and guidelines are covered for each group of Summer Study Abroad participants each spring and will provide a similar orientation for Fall and Spring Semester Study Abroad participants prior to their departure.

Keeping Basic Information on Students

Program directors should have, on-site, photocopied information pages from the passports of every student and participating faculty member, in case passports are lost or stolen or individual persons have to be identified, as well as medical or counseling history provided by students on the Student Information Questionnaires. Copies of the passports should be available through the online application software. The International Education Center will provide folders on each student, both hard copy and electronically to each program manager prior to travel.

Crisis Management

All of the crisis management protocols below require that you contact the International

Education Center after first ensuring the safety and well-being of the students

- **You should first contact the Study Abroad Coordinator, Melanie Smith – 912.713.7713, then Assistant Director of International Education, Joline Keevy – 912.247-8887, lastly Director of International Education, Dr. Emmanuel Naniuzeyi – 404.310.4575.**
- **When handling any crisis, DOCUMENT YOUR ACTIONS!**

Medical Emergencies

Before departure you should learn about the general attitudes toward health care in the culture, e.g., do doctors hesitate to use potent drugs and take a wait-and-see approach or do they aggressively treat problems? This information will be invaluable in dealing with medical emergencies.

In cases of serious medical situations, you are to do the following:

- a. Take the person to a hospital/clinic, verify the nature of the emergency with a doctor, inform health care personnel about chronic medical conditions, and assist with medical insurance paperwork;
- b. Obtain the medical help indicated;
- c. Contact the International Education Center with nature of the medical emergency, and keep in regular contact with the International Education Center until the emergency has passed. Advise the International Education Center if the student does NOT want the emergency contact notified;
- d. Have the student call emergency contact. If the student is not able to communicate, the International Education Center will call the contact;
- e. If the student is unable to make advance payments for treatment, contact the International Education Center with details; the insurance company will provide the hospital or clinic with a promise to pay;
- f. Since the student has signed authorization for you to obtain medical treatment, you should try your best to get medical attention for her/him and keep the student's emergency contact person informed;
- g. The following is a list of information you should obtain to go into the incident report:
 - Student's name;
 - Date of accident or commencement of illness;
 - Details of injuries, symptoms, present condition, including temperature;
 - Name and telephone number of attending physician;
 - Name, address, and number of hospital or clinic, if applicable;
 - Drugs administered;
 - X-rays taken and results;
 - Surgery proposed and type of anesthesia. Wait for authorization if necessary and possible (work with doctor).

If it appears evacuation or reunion services will be required, these processes must be initiated by the insurance company in consultation with in country health care providers.

Natural Disasters and Group Accidents

In the case of earthquake, flood, avalanche, epidemic, bus crash etc., you are to do the following:

- See to the safety of all group members;
- Communicate immediately with the International Education Center as to the safety and state of health of all group members, the group's location, plans, and when you will contact the International Education Center again, as well as how we can contact you;
- Communicate the same information to the nearest American Embassy or Consulate. Diplomatic channels are an alternative way to get information to the International Education Center if public communication systems fail;
- Consult with American Embassy/Consulate, local police, local sponsors, etc., for advice on how to respond to situation;
- Discuss plans with group members. This may include change of location, change in program schedule, cancellation of the program, or a shift in emphasis in the program. In the case of natural disaster, insurance may assist with evacuation; all procedures must be initiated by the insurance company;
- Some students may decide to return home immediately. Of course, this is their prerogative and you should assist in making arrangements; please be aware that if airline tickets are purchased less than 24 hours prior to departure, that credit card must be presented at check in (another reason to recommend that students carry an emergency credit card);
- Keep in touch with the International Education Center.

Civil Disturbance

- Be aware of situations and locations that can be potentially dangerous. Warn students and advise them to avoid such areas whenever possible. Discourage or forbid, if necessary, attendance at particularly sensitive political meetings, rallies, or other sizable gatherings;
- Keep the American Embassy notified of your location at all times if you suspect problems are likely to erupt;
- Make sure you fully understand evacuation procedures to be followed in case it becomes necessary;
- Keep the International Education Center informed of developments and follow instructions issued by the
- American Embassy;
- Contact the International Education Center as soon as possible in the event of a coup, assassination, riot, revolution, etc. so parents who call may be fully informed. In the case of political disaster, insurance may assist with evacuation; all procedures must be initiated by the insurance company.

Missing Program Participant (more than 24 hours)

- Inquire with friends and associates of the missing participant about her or his whereabouts;

- Notify the American Embassy, local police, and local sponsor(s) and give them your telephone number;
- Notify the International Education Center at once. The International Education Center will notify the student's emergency contact. Be sure to provide the International Education Center with as many details as possible regarding what happened and what is being done;
- Check with authorities daily, and inform the International Education Center of any new developments.

Student Arrested

- Call local law enforcement agency to ascertain the nature of the charge;
- Notify the International Education Center about incident;
- Visit student in jail and determine what happened;
- Have the student call emergency contact. If student is unable to make call, the International Education Center will call contact;
- Report situation to American Embassy or Consulate;
- Assist student in obtaining funds for bail if possible; research local laws regarding where the student may or may not go after release.

Robbery

- Call local law enforcement agency;
- Notify the International Education Center;
- Assist student in obtaining funds to replace stolen money;
- Have student call emergency contact.
- If the passport was also stolen, contact the local embassy to initiate replacement

Assault

- Go through medical emergencies protocol in first section;
- Call local law enforcement agency to report incident; research implications therein (will the student be required to stay in country until the situation is fully resolved?)
- Notify the International Education Center about the incident.

Rape

- Go through assault protocol in section above;
- Notify the International Education Center about the incident;
- Help student find counseling. Keep in mind that in many cultures medical doctors often are the first point of contact for people struggling with emotional or psychological issues;
- Help student (if requested or required) return home.

Death of a Student or Faculty Member

If a student or faculty member dies while participating in the program, record all available facts accurately. The atmosphere surrounding the program will be emotionally charged, and it will be

difficult to manage the program while handling all of the details listed below. Even so, it is very important that the tasks below are handled promptly and effectively.

Take the following steps if a student or faculty member dies:

- If word comes by phone, obtain the identity of the person giving the information;
- Determine the cause of death – if an illness, what illness; if an accident, what kind, where did it happen, who else was involved, etc.;
- Find out time and place of death;
- Get name and address of undertaker, if available;
- Find out participant's religion. If Catholic, check if last rites have been administered. If Jewish, contact a local Rabbi immediately. For those of other religions, wait until you have heard from the family as to their wishes;
- If the participant died in an accident, inquire about the local laws regarding autopsy;
- Find out if anyone has contacted the participant's family;
- Contact insurance company for coverage of repatriation of remains.

Reporting the Information:

- Inform the International Education Center immediately. The International Education Center will then have the Dean of Students inform the participant's family personally;
- Notify the U.S. Embassy or Consulate.

Follow-up:

- Continue to keep a chronological record of events and actions as they occur;
- Talk to other student participants and keep them informed and counseled;
- The International Education Center will give the participant's family as much support as possible;
- The International Education Center will send a letter of sympathy to the participant's parents;
- The International Education Center will assist the program director in making arrangements for the repatriation of the body or remains;
- Gather the participant's belongings and make an inventory;
- Ship the belongings and inventory to the International Education Center, which will forward everything to the participant's family.

Rules of Behavior and Penalties

You should establish a set of rules and penalties for breaking these rules that you cover in orientation. These rules should be discussed orally and in writing. After discussion with the International Education Center, students may be suspended from the program, with no refund, if clear warning about the consequences of misconduct is given and pending a hearing scheduled by the Vice President for Student Affairs. Rules should be established for the following:

1. Fighting
2. Theft
3. Absences
4. Non-participation in group activities
5. Destruction of Property
6. Harassment of students, faculty, staff, or host families
7. Drug and alcohol use
8. Dress Code (professional or culturally sensitive programs)

Be sure to read the Student Handbook for all safety practices and the code of conduct. As a program manager you must be prepared to engage in conflict resolution, emergency protocols, and incident reporting, much like you would in your Savannah State University classroom but to a broader, more holistic approach. The International Education Center is always available to assist with any issues while abroad and are happy to connect you with resources on campus as available, but ultimately the program manager is the final authority in what happens while overseas.