



## **FIU STUDY ABROAD PROGRAM GUIDELINES FOR FACULTY DIRECTORS**

### **ADMINISTRATIVE GUIDELINES:**

*Proposal Process* - A proposal should be prepared and submitted to the OSA as early as possible, but no later than the stated deadline for the forthcoming academic year and subsequent summer sessions. The OSA provides a proposal form in fillable PDF format which must be completed. Items needed in the proposal include the syllabus, budget with details and price quotes, itinerary and travel plans, description of on-site instructional and housing sites, orientation plans, and a safety and emergency plan. All current forms must be used as we update them each year; proposals using old forms will be returned and not processed until the correct forms are used. Faculty must also provide personal contact information and copies of their passport and photo pages. Proposals must be signed by the lead faculty member, and approved and signed by the department chair, and college dean.

Selecting a Host Site: For the most part, the faculty director is responsible for selecting the program host country or site. The site will serve as the best possible location for instruction of the subject matter. The OSA is here to assist with ideas on host program locations and contacts that may serve as providers for the program.

### **A Note on Host Site and US Department of State Travel Warnings:**

Information about the State Department Country Specific Information and Travel Alerts and Warnings can be found at <http://travel.state.gov/travel/>. For safety and security purposes, FIU does not allow any study abroad programming in countries that are on the US Department of State Travel Warning list. If circumstances change and the State Department changes the status of your selected host site to a travel alert or travel warning, FIU may, in its sole discretion, terminate the study abroad program that you are on and require your immediate return to the United States or the nearest safe haven. FIU and/or agents will undertake the travel arrangements for the return of the group to the United States or the nearest safe haven, and will attempt to arrange other academic studies for you so that you can complete that portion of your program. If you want to propose a study abroad program to a country under travel warning from the US Department of State, this program will first need to be approved by the travel warning committee.

### Recruitment and Advertising –

The OSA will work closely with the faculty director to develop advertising for the program. Faculty directors are responsible for actively recruiting students to their programs; the OSA will assist the faculty in recruitment activities throughout the fall and spring semesters.

Faculty directors should schedule several informational meetings to recruit students for their programs. It is ideal to schedule meetings at both the MMC and the BBC campus, but if your target audience is only at one campus (e.g. Journalism) it is perfectly acceptable to hold all informational meetings at that campus. Faculty directors should have the online program application, the OSA-produced program flyer, as well as any additional recruitment materials for the program at the informational meetings. It is important to ensure that all students receive all provided program information BEFORE submitting applications so that there is no confusion regarding the program requirements and expectations. The Office of Study Abroad staff is happy to be present and/or participate in your informational meetings. The OSA will also put all program-related meetings and activities on the OSA website and calendar upon request.

**\*\*Faculty directors cannot accept program payments or applications until program proposals have received final approval by all parties involved.**

Minimum enrollments –The target for undergraduate programs is 12-17 students, and the target for graduate programs is 8 students. Once approved for running having achieved the minimum enrollment target, any program that then sees any enrollment losses prior to the start of the program must be re-assessed by the department and College as early as possible to determine whether the program is to be cancelled.

**NOTE:** For programs with 17 or fewer students, there must be a minimum of one faculty director. For programs with more than 17 students, it is highly recommended that a second faculty director or accompanying FIU staff member be added to assist with program logistics and to help ensure safety for program participants, based on the faculty/student ratio. Exceptions can be made in some cases due to program destination or the nature of activities in which the program participants will be involved. The OSA does not recommend more than two faculty directors per program, except in the case of very large groups of students.

Application process – All students participating in study abroad at FIU are required to apply to the program using the new online application system, Studio Abroad.

The application and details of each program are available online for every program. The corresponding faculty director for the program will have access to view online applications and to accept students into their programs. Passport copies, medical forms, course enrollment forms, special needs forms can now be completed online and/or uploaded by each student.

All prospective students should be advised to first meet with the faculty director to discuss program requirements and expectations prior to applying for the program, and to read all

application requirements and program application payments and deadlines before submitting an online application.

Students also need to know the cancellation and refund policy for the program, which will be outlined in detail in the program application that students read, acknowledge, and sign.

The faculty director must first receive the online application from a student prior to accepting a program deposit or application fee.

Faculty directors can meet with and interview students before accepting them into their programs. It is important to discuss program activities and requirements, as well as the students' comfort level and any issues regarding their participation.

All students **must** be in good academic and conduct standing with the university (at least a 2.0 GPA and no student conduct records or holds). It is the responsibility of the faculty director to review this information before accepting a student.

The Office of Study Abroad requires all students participating in any study abroad program to attend a mandatory pre-departure orientation addressing issues of personal health and safety, emergencies abroad, travel information, etc. All faculty and students must attend this meeting.

As the faculty director, you are responsible for providing program-specific pre-departure orientations that will cover issues such as travel arrangements, packing lists, what to expect, local culture, students' rights and responsibilities, etc. You must hold a few pre-departure orientation meetings with your students.

Students must complete all requirements for the study abroad program, including being cleared on their medical forms by a US-licensed physician. If students are not cleared by their physician, they may need additional clearances from specialists. It is the responsibility of the Office of Study Abroad to review all of the medical forms to ensure that students are able to participate in study abroad. If students are not medically cleared to participate in the study abroad program, they will not be able to participate in the program.

*Student Payments*—The faculty director and the OSA will establish program payment dates in Panthersoft for students to pay their program fees through Panthersoft. Once a student has completed an application form, and submitted a payment for the program, the student will be contacted for an interview and will be evaluated by the faculty director. If the student is selected to participate in the program, the student will then be responsible for the full program fees. Students who do not pay the program fee on time will be cancelled from the program.

*Student Cancellations or Suspensions*— Given that all programs run on different dates and with different vendors and host institutions abroad, the cancellation policies will vary from program to program.

- When a student cancels from a program, the student must notify the faculty director for the program in writing. The faculty director must then forward the notification to the

OSA and provide instructions to the OSA on whether program cancellation policies require that the student be issued a refund.

- When a student is suspended from a program, the faculty director must notify the OSA immediately in writing and provide instructions to the OSA on whether program cancellation policies require that the student be issued a refund.
- \*\*Unless otherwise noted, after a program has started no program refunds will be made to students who either cancel or are suspended from the program.

### Financial aid:

The OSA will compile and submit a list of students for each program to the Office of Financial Aid along with program fees, estimated costs of airfare, food and living expenses. All students must be enrolled in a minimum of six credit hours in order to be eligible for financial aid in the summer. Students are responsible for following up on their financial aid package for their study abroad programs.

For Winter Session programs, only unused aid from Fall term may be used.

### Course enrollment:

All program participants must be enrolled for academic credit.

The Office of Study Abroad will enroll your students in their courses as per the students' Course Registration Forms for FIU Study Abroad Programs. These forms will be made available to Faculty Directors for distribution in the OSA Letter of Preparation that is sent to faculty directors for distribution to all accepted participants.

Please keep in mind that students on study abroad programs are subject to FIU enrollment, add/drop, and payment deadlines. Students who are registered or reinstated AFTER the registration deadline may incur late registration fees. Students who do not adhere to the FIU payment schedule may be dropped from their courses and will be assessed a \$100 late payment fee plus a \$100 late registration fee for reinstatement.

If a student should cancel after your final list has been submitted to the OSA, you must notify the office so that we may drop the student's courses immediately. Notification of cancellation must be received by the OSA prior to the university deadline for add/drop. Failure to notify the OSA prior to this deadline will result in the student being held liable for course fees. The Faculty Directors are responsible for advising the student on the courses he/she will be registered for.

The OSA will enroll each accepted student in a mandatory medical and emergency assistance insurance plan that includes repatriation and emergency evacuation **prior to departure.** If you have questions about the insurance or requirements, please contact the OSA.

If your students are international students, direct them to the Office of International Student and Scholar Services (ISSS) prior to departure. Please contact ISSS at (305) 348-2421.

Remember that all students must have a valid passport. Some students may be required to obtain a visa to enter the host country for your program. Please make sure that the students verify entry requirements with the respective consulate.

*Disruptive Behavior and/or Academic Misconduct*- Students are required to follow all guidelines provided by the faculty director prior to and while on the program. Sometimes students engage in behavior that may prevent other students from achieving their educational goals on the program. This might involve noisy behavior late at night in the place of lodging or problems related to alcohol abuse. The faculty director should consider how such a problem would be handled in a class on the home campus in attempting to prevent a recurrence. The faculty director can call the OSA staff for assistance, and can always contact the OSA Director for additional intervention in the matter. The OSA can, upon the faculty director's request, communicate with the student directly and propose a warning or dismissal, depending on the gravity of the situation. The Release and Assumption of Risk and the Participant contract provide for students to be sent home from their programs in cases of extreme disruption.

All student participants are required to follow the FIU Student Code of Conduct for both academic and conduct-related matters. Students who are found to be in violation of this code may be dismissed from the study abroad program and sent back to the US at their own expense.

*Safety and Emergency Plan* - The Program Leader will submit to the OSA a detailed safety and emergency plan in case of emergencies, and information on hotels and sites where he/she can be reached. This plan should anticipate how to proceed in case of a travel, medical, or personal emergency abroad.

Should an incident occur during the program, the faculty director is required to report the incident to the OSA immediately thereafter.

Please see the OSA Emergency Procedure Manual for additional information and instructions. \*\*\*This will be provided to you during your required Emergency Procedure Workshop both electronically and hard copy.

As a general safety guideline, all students must:

- Inform their faculty directors of any independent travel that they are planning to conduct during program days in which the program is not convening. The student must provide details on destination, departure and arrival dates, and local on-site contact information for emergency purposes.
- Be advised to travel in groups and/or with a program buddy, as it is the safest way to travel while abroad.
- Be provided with 24-hour emergency contact information for the faculty director, should the student need to reach the faculty director at any given point during the program.

Students should be informed about the State Department Travel site ( <http://travel.state.gov/> ). This contains relevant “headlines” and information about the countries to be visited on the program. The site provides details of any travel warnings and a Consular Information Sheet which has information on visa requirements, safety and crime, health facilities, appropriate clothing and the location of the U.S. Embassy.

Students should be informed about the Center for Disease Control site ( <http://www.cdc.gov/> ). The Spotlights on the site contain articles of interest. Below this link there is a further link labeled Travelers. Students should be told to follow this link if they have any questions. There is also a link called Traveler’s Health. Students should click on this link and enter the region of the world where they are traveling.

Students should be reminded to review the Schedule of Benefits and Description of Coverage provided by the insurance provider. This insurance is required by the OSA and provides evacuation and repatriation insurance and an emergency worldwide toll free number.

Students should be informed of procedures for making telephone calls when overseas. They can be informed about available cell phone services in country or other mechanisms (e.g. Skype) that enable them to stay in touch with the program leader and with family members while abroad.

The faculty director should carry a cellular phone on the trip, and this number as well as any other local emergency contact number, should also be provided at the Pre-departure Orientation. In some cases, there will be an additional on-site assistant whom the students can contact if they cannot reach the faculty director while on the trip. The Faculty Director is responsible for the group and should be on call for the students at all times.

The faculty director must provide the OSA with the overseas cell number within 24 hours of arrival.

Faculty Directors also serve as the official FIU representatives in any issues involving legal or medical emergencies. This may include in loco parentis responsibilities, such as taking a student to the hospital in the middle of the night.

### **Alcohol Consumption and Study Abroad:**

No doubt excessive drinking is a primary cause of a vast number of problems with students studying abroad. It can result in STDs, brawls, rape, theft, injury, arrest, etc. Excessive drinking can also be associated with depression, and other mental problems that could affect the student and group as a whole. Moderate alcohol is allowed if you as the faculty director wish to permit it as long as it does not interfere with program activities. If for any reason you do not want them to drink, inform them. In general, you should be clear about the consequences of misusing alcohol. Because of the location of the program (it may be culturally insensitive, or illegal), some faculty directors do not permit any alcohol and will send students home if they are found drinking. Other faculty would like to impose a probationary caution after the first incident. If a student’s drinking or other behavior has the potential to disrupt or cause harm to themselves, the group, the relationship with the host school or another individual, you can send them home.

As a representative of FIU and as the group's faculty director and lead contact, you will serve as a model to the students and an ambassador to FIU while abroad. As such, unless under circumstances such as the one listed above—a special pre-arranged dinner or reception where alcohol is moderately served—alcohol consumption in the presence of students or socializing with students in places where alcohol is commonly served (i.e., bars, clubs, discos, etc.) is strictly prohibited.

**If you have an emergency abroad, you MUST notify the OSA as soon as possible. Please also notify OSA if there is a significant change to your itinerary. We will be available to disseminate information to the students' emergency contacts.**

### **ACADEMIC GUIDELINES:**

#### *Faculty Director and Instructor of Record:*

The proposing faculty member normally serves as the faculty director and as the instructor of record in the course(s) under which the proposed program is to be offered.

If the study abroad course that you are offering is taught by a non-FIU faculty member from a host institution abroad, as faculty director for the program, the faculty director is responsible for following university guidelines on credentialing that instructor and working with the department Chair, college Dean, and Academic Affairs on extending a courtesy appointment to the instructor. This process must be started approximately 9 months prior to the start of the study abroad program.

The lead faculty director is responsible for developing all coursework and program curriculum materials, as well as monitoring course activities, guest lectures, and local visits or excursions, to ensure the academic quality of the program both on and off campus.

#### *Study Abroad Courses:*

The study abroad program must be linked to one or more study abroad courses, which will be taught abroad for a period of time by an FIU faculty director. The study abroad courses and programs are designed primarily for FIU degree-seeking students and may be designed to incorporate undergraduate or graduate students. In some instances, the programs are able to bring in degree-seeking students from other US institutions.

Course credits and offerings must be directly tied to the length of the program. Study Abroad programs may range from one week to an entire semester, and can take place during the winter session, academic year, spring break, and all summer sessions. Faculty may also arrange for a short study abroad component of one week that is integrated into a full semester course that is being taught for the rest of the term on campus.

The course(s) offered on the study abroad program are proposed by the faculty director and approved by the Department Chair and the College Dean. The faculty director must be credentialed to teach the courses offered on the study abroad program.

Wherever possible, the faculty should build into the course academic service learning, research or other enriching educational opportunities and academic collaborative experiences that require reflective thinking and/or writing. Faculty directors should remember that a one-credit course requires 15 instructional contact hours.

Courses may also provide for online sessions before and/or after the period spent abroad to ensure that the program requirements are met and that contact hours for the course are fulfilled.

All study abroad courses must maintain the same number of contact hours as are required of regular on campus courses and must correspond with the course's credit hours. As per SACS guidelines:

“A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

- Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
- At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For additional information on SACS contact hour requirements, please go to:

<http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>

A course syllabus must be submitted for every course that is to be offered; the course syllabus must reflect all course activities that confirm that contact hours are being met. The course syllabus should integrate the overseas travel with structured academic activities designed to enhance student learning

If the course does not already exist in the catalog, the faculty director must submit the appropriate documentation to the University Curriculum Committee. Documents and instructions on submitting a new course proposal can be found at:

<http://facultysenate.fiu.edu/forms/currforms.html>

*Student Academic Requirements*



All students must meet with the faculty directors prior to being accepted into the programs in order to discuss program requirements, costs, faculty expectations, and course content and activities.

All students must be registered for the course(s) linked to the study abroad program, and must pay applicable course fees to FIU for the courses taken in order to participate in the program.

Under exceptional circumstances, students may be allowed to audit the study abroad course(s) but will still be required to pay full tuition for said course(s), as well as all other required program fees.

All students participating in FIU study abroad programs must be in good academic and conduct standing with the university. All students must have a minimum GPA of 2.0 at the time of application and participation in the program.

In some instances, faculty directors may indicate other requirements for admission into their study abroad programs (i.e., higher GPA requirement, course pre-requisite, major or minor requirement, junior/senior academic standing only, etc.). These are acceptable as long as 1) the faculty director discusses the requirements with the Office of Study Abroad prior to recruiting students into the program, and 2) the faculty director's requirements are higher the minimum GPA requirements set forth by the OSA.

Non-FIU students, non-degree students, or adult learners are subject to admission by the faculty director and/or the Office of Study Abroad, on a space available basis, and if admitted, will be required to meet all standards and requirements that FIU students are required to meet for the study abroad programs.

The Office of Study Abroad will register all students in their study abroad courses after the students have been accepted into the program and once registration has opened for that particular term in which the students will be studying abroad.

All program participants **must** be enrolled in the minimum number of credits for the program. Friends and/or relatives may not participate in program-related travel or activities unless they have applied to the program, been accepted, and are enrolled in the program course(s).

### Grading

The faculty member decides on the course(s) grades for students who are enrolled. For many programs, participants are required to submit written work such as a project paper. The grading scale for the course must be published in the course syllabus and provided to students on the first day of class. Students must have at least one calendar week of reflection and analysis for each contact-hour of credit. In other words, final assignments cannot be due in less than three weeks for a three-credit course.

### Student Evaluations

An electronic study abroad program evaluation survey will be sent directly to the students at the completion of the program. Surveys are anonymous and survey results will be shared with the faculty director once the term has ended and after grades have been submitted.

### Student- Faculty Relationships on Study Abroad Programs

At all times, faculty directors are encouraged to follow and exercise the same guidelines that are provided to them for on-campus courses. The FIU Faculty Handbook serves as a great guide for these matters: <http://academic.fiu.edu/>

## **FINANCIAL MANAGEMENT GUIDELINES:**

### Auxiliary Accounts

The OSA will work with new faculty directors leading new study abroad programs and the Office of Auxiliary Services to set up an auxiliary account for all new programs. –The faculty director may be asked to provide all contact information for the home department’s area budget manager for account transactions and approvals, as the OSA does not make payments to vendors or manage the program accounts.

The OSA will offer a workshop for budget managers new to study abroad processes each year.

All faculty directors are required to comply with the university’s policies and procedures as they related to managing auxiliary accounts. Some important items to note include but are not limited to the following:

- Funds paid into the auxiliary accounts must be used solely for program-specific expenses. This includes payments made to vendors for arranging program logistics on site for the students and faculty, purchasing materials to help promote the program, or providing faculty salaries for summer programs. Program funds for a specific program cannot be used towards student scholarships or the development of programs in other sites around the world.

\*\*\* Family members accompanying a faculty leader are personal costs and **may not** be included in the costs of the program.

- All faculty directors are encouraged to visit the Auxiliary Expenditure Guide for additional details on expenses that may or may not be paid for from the study abroad program account: <http://finance.fiu.edu/purchasing/>

### Faculty Program/Travel Expenses:

These expenses (e.g. airfare, lodging, reasonable food) are normally covered by spreading the cost over the program participants. The Office of Study Abroad has established new common guidelines for the allowable costs of some items in order to keep program costs to students as

low as possible and maintain the fiscal integrity of our programs. Common expenditure guidelines for study abroad programming can be found below:

In recent years the variety and range of costs used by faculty to lead study abroad programs have increased and become more complex. Exchange rates are fluctuating, prices are going up and the costs to students are escalating. As Study Abroad program costs rise, it is essential we be mindful of the need to keep costs down so that students can afford to participate.

**Note:** It will be more difficult for faculty to recruit students to participate in programs with high costs.

**Flights:**

Faculty can decide to organize group flights if they feel they can get a competitive ticket price, or they can instruct students to fly independently to the program site by a mandatory start date.

Faculty should search for affordable airfare options through online sites such as Kayak, Orbitz, Priceline and Expedia. Consideration should be given to departure and arrival cities, and connections and flight times when weighing cost options. \*\*Faculty should refrain from considering only one airline option in order to secure personal frequent flyer miles.

No air tickets should be purchased until the program has been confirmed having enrolled a sufficient numbers of students.

All financial arrangements must be made in consultation with the faculty directors' home department, which will be overseeing all program-related expenses, including travel.

Early recruitment of students will allow for the program to reach the minimum needed for approval earlier and thus allow for cheaper tickets to be purchased.

**Housing:**

Faculty need to explore a range of housing options depending on how long they are abroad.

Many overseas universities offer access to residence halls and dormitories for reasonable rates in the summer.

Hotels, when used, should be clean, safe and comfortable but must be moderate in price and range

For those staying abroad for longer time periods, extended furnished apartments offer good price and value, since the faculty and students can cook in a kitchen and save on meals as well.

Faculty are encouraged to search for rental costs in the target city in which they are planning to run the program. Some average costs of major city rentals can be found below:

Rent Per Month (Madrid) Avg.

Apartment (1 bedroom) in City Centre 838 €

Apartment (1 bedroom) Outside of Centre 550 €

Rent Per Month (Paris) Avg.

Apartment (1 bedroom) in City Centre 1292 €

Apartment (1 bedroom) Outside of Centre 800 € Updated July 24, 2012

Rent Per Month (Venice) Avg.

Apartment (1 bedroom) in City Centre 725 €

Apartment (1 bedroom) Outside of Centre 433 €

Rent Per Month (London) Avg.

Apartment (1 bedroom) in City Centre 950 £

Apartment (1 bedroom) Outside of Centre 716 £

Rent Per Month (Peru) Avg.

Apartment (1 bedroom) in City Centre \$447

Apartment (1 bedroom) Outside of Centre \$300

**Meals Abroad:**

Look for options where breakfast is included in the lodging costs (especially true for Europe). Then plan for a reasonable per diem for lunch and dinner. Faculty in lodging with kitchen access will be expected to cook most meals in their lodging and ask for a lower food allowance.

Per Diem (most programs of three or more weeks whereby faculty are living in apartments):

The norm used on most programs will be \$36.00/day (the same as when traveling in the USA) as faculty will be expected to cook at home as would be done here in the US.

Per Diem (short programs that require hotel use):

In some cases when on short programs that move frequently from city to city and/or you are in a hotel without kitchen access, you may need to have more per diem funding. Faculty in these situations need to strike a compromise between the international per diem allowed and the domestic rate of \$36/day. Remember – your costs are passed onto the students and more students are asking for program cost breakdowns to better understand their program costs.

The program budget worksheet must include the per diem rate that the faculty director is proposing and will be reviewed by the OSA for adequacy and must follow FIU travel guidelines.

**Cell Phone Costs: \$50.00/week maximum**

Cell costs have sky rocketed in the last 2 years. There are multiple options out there depending on where you are traveling. The cell costs to be reimbursed are meant to be program related costs only. \*\*\*It is not meant to support a person's personal cell calls for the entire program period.

Faculty should consider ways to a) reduce cell costs and b) track program related calls separately from personal calls.

PICCELL offers cell phone rentals at reasonable rates for students and faculty.

AT&T International Call Plan \$6.00/month leads to reduced minute pricing for the time you are abroad.

\*\*\*Phone Cards in Europe can be very costly and there is no way to track the calls made.

### Receipts

A cash advance may be provided to the Faculty Director to cover personal and student expenses while on the program. An expense diary is recommended to keep track of expenses. A summary of travel expenses itemized by type and supported by receipts with dates must be presented to the department to account for the cash advance. Daily international exchange rates must be used ([www.oanda.com](http://www.oanda.com)) to help tally the costs of the program. Any surplus money must be returned with the reconciliation. Only those receipts and costs that are planned, approved and deemed appropriate for the program will be reimbursed. Personal and non-program activity costs will not be included in program reconciliations. Faculty who have any questions or are unclear about a program purchase or expense while abroad should consult the OSA from abroad or prior to departure.

### Payments to Vendors

One way to make logistical and travel arrangements for your study abroad program is to be in touch with host country vendors, travel agencies, educational institutions, or program providers. These vendors will be able to arrange a number of items such as: international airfare, housing, classroom space, local speakers, meals, excursion, local transportation, access to local sites and museums.

The vendor payment process must be initiated by the faculty director at least 3-5 months prior to the first payment being made.

**VERY IMPORTANT:** If you have vendors who are NEW to FIU, then your department will need to request to input them into Panthersoft for payment and for them to have a vendor number. To input a New Vendor, you will need the following documents, which can be found at the following website: <http://finance.fiu.edu/controller/Forms.html>:

- a) New Vendor Application Form
- b) Electronic Funds Transfer Form
- c) W-8 Ben (for Non US Vendors) or W-9 for a US –based vendor
- d) \*\*You will need vendor information and a vendor number ***before*** you can proceed with paying a vendor

**If your vendor is another institution of higher education:** payments that we are making to educational facilities/universities abroad for providing administrative support for the programs:

- a. Complete the Study Abroad Vendor Agreement (signed by both institutions with the assistance of the Office of Study Abroad)
- b. Request an invoice from the vendor
- c. Complete an Unencumbered form (<http://finance.fiu.edu/controller/Forms.html>)

- d. Complete a Non US Vendor Form
- e. Send all documents to Tax Compliance and then Purchasing for processing

The Study Abroad Vendor Agreement will need to include the following information. Please send this information to the Office of Study Abroad and the OSA will begin the vendor agreement process on your behalf:

- 1) Company Name and Contact person/program liaison, address, email, phone number
- 2) Program exact Dates
- 3) Services included in the program cost (accommodations, excursions, classroom facilities, guest speakers, transportation, etc.)
- 4) Per student cost as well as payment deadlines for issuing payments to the company

**If you are working with a small vendor--** vendors that provide one or two services for the program and do not belong to a university, educational facility, or program provider:

- a) Complete the Study Abroad Vendor Agreement (signed by both parties with the assistance of the Office of Study Abroad)
- b) Request an invoice from the vendor
- c) Complete a Non US Vendor Form
- d) Create a Requisition
- e) Follow up for a PO
- f) Request a Receipt in Panthersoft and then “check off” received in the system
- g) Send all documents to Tax Compliance and then Purchasing for processing

If you will be using any vendors that are not already in the Panthersoft system, you must have them complete a vendor application and any appropriate paperwork for non-U.S. citizens, payment (electronic transfer or wire transfer), and the IRS. Should you have any questions related to wire transfers and/or payments, please contact our office and we will be happy to assist.

**NOTE:** All vendor agreements and contracts for services must be reviewed, approved and signed by Academic Affairs and the Office of the General Counsel. Faculty Directors and OSA staff are not authorized to sign contracts for study abroad programs on behalf of the university. Please work with the OSA on all contracts.

The faculty director cannot begin to pay invoices or process TA’s and other program costs without sufficient student payments in the study abroad program account. To the extent possible, invoices for services rendered abroad will be paid directly to the vendor prior to the start of the program.

Family/Friends and Study Abroad:

- Person(s) accompanying a study abroad program Faculty Director are personally responsible for all costs associated with their travel, lodging and meals. Minor children are the financial responsibility of the Faculty Director. At no time shall student fees paid for the program or other FIU funds be used to cover the costs of study abroad faculty, family, or friends.
- Person(s) (including children) accompanying the faculty director may not participate in program excursions or group activities; nor are they permitted to act as guides or guardians of the enrolled students.
- Children in the workplace policies prohibit minors in the classroom or workplace during class hours or while on duty. The policies also prohibit bringing children to work or class as a substitute for making arrangements for regular child care while at work or in class.

### **Office of Study Abroad Responsibilities with FIU Study Abroad Programs**

- Review and approve Faculty-led programs
- Provide guidance and assistance with program budget, itineraries, emergency contingency plan
- Work with faculty directors in creating program study abroad accounts
- Create and produce program marketing materials for each program and advertising
- Process vendor agreements
- Host the Fall and Spring Study Abroad Fair to showcase programs
- Participate in various SUS Study Abroad Fairs
- Attend program specific info and/or pre-departure sessions as required/requested
- Receive all study abroad applications and materials required by the program including medical forms, release and assumption of risk, participant contract, etc.
- Process Panther ID requests and other logistics for non-FIU students participating in the study abroad programs
- Provide mandatory general pre-departure sessions for all study abroad participants
- Schedule program courses in PantherSoft
- Register students for all study abroad courses
- Enroll students in mandatory study abroad health insurance plan and the US Dept of State STEP.
- Work with the Office of Financial Aid on program budgets and list of FIU students on study abroad programs.
- Collect and deposit program fees into individual study abroad accounts

### **Faculty Director Responsibilities with FIU Study Abroad Programs:**

#### *Program Logistics:*

- Meet with the Office of Study Abroad prior to submitting proposal to discuss plans for the study abroad program
- Discuss program proposal plans with Department Chair and College/School Dean as well as direct supervisor if different from above

- Identify a program contact or vendor abroad to assist with all travel arrangements for the group on site
- Ensure that the program itinerary and program site are in compliance with all matters of student safety and academic quality as discussed in the study abroad program guidelines
- Submit all program proposal materials for approval by the required deadline for study abroad program proposals
- Provide detailed text/content and photos to the OSA so that promotional materials can be developed for the program
- Provide detailed application requirements, text, and deadlines for payments to the OSA so that a program application can be developed
- Actively promote the program through a variety of sources: information sessions, classroom presentations, individual meetings with students
- Attend the OSA Study Abroad Fairs (November and January of each year)
- Attend the following OSA meetings:
  - OSA Annual Faculty Directors' meeting and emergency workshop
  - OSA Program Development Workshop/Meeting (for new and ongoing faculty)
  - OSA Debriefing meeting (once the program has concluded)
  - Pre-Departure Orientation with students
- Review program surveys and evaluations with OSA and Department Chair

*Student Matters:*

- Respond to student inquiries about the program
- Review applications online
- Meet with student applicants and prospects before accepting them into the program
- Communicate academic program guidelines and faculty expectations to all student applicants
- Make program acceptance decisions and update the online applicant database to reflect these decisions
- Inform students as to whether they've been accepted into the program
- Provide students with course syllabi for the program
- Email students the OSA Letter of preparation for the program
- Communicate with students on a regular basis and enforce program deadlines for applications, payments, and submission of program materials
- Maintain continuous communication with the OSA regarding application material and payment updates for students
- Meet with student participants as a group at least 2-3 times prior to departure
- Arrange for a meeting time and location to host the mandatory pre-departure orientation for all program participants in collaboration with the OSA \*\*All faculty and students are required to attend this meeting
- Communicate all program itinerary updates to students, as well as all arrival arrangements and local contact information
- Provide students and the OSA with 24-hour on-site contact information for you for the duration of the program abroad



- Ensure that all program participants are enrolled in the program courses and that their names are reflected in your class rosters
- Send to students all correspondence and program reminders that are sent from the OSA to faculty directors for the participants.
- Oversee all course-related matters for the program, as the program's instructor of record. Ensure that all university academic guidelines are met abroad. This includes meeting with students in or out of class *daily* in order to ensure their academic success in the program.
- Accompany students on all program-related activities and excursions
- Respond to student requests and needs while abroad
- Address matters of academic conduct and student behavior as necessary
- Communicate matters of concern and/or student incidents to the OSA (see the OSA Emergency Response Manual)
- Submit grades for all program participants by the established university deadlines

Financials:

- Communicate with the OSA once the application deadline has passed in order to determine whether program enrollment targets have been reached
- Communicate with the department chair and/or budget manager in order to open/update the study abroad program account and in order to identify and assign the appropriate person in the department who will assist the faculty director with all program-related travel arrangements and financial matters
- Work with the department contact and the OSA with opening a TA for travel, communicating with the vendors abroad, creating vendor agreements, and processing payments to the vendors by the established deadlines
- Provide the program contact with a program itinerary, program budget, and a student roster with names and panther ID's
- Confirm that all student payments and study abroad fees have been received by the required deadlines
- Communicate with students regarding pending payments and requirements
- Maintain a detailed log of expenses and receipts while for the duration of the program
- Work with the department contact on generating an expense report for the TA upon returning from the program
- Follow all university guidelines for travel. See University Travel guidelines [here](#).