



CONCORDIA UNIVERSITY OF EDMONTON

Operating Policy/Procedure

Revised August 2017

Faculty-led Study Abroad Programs

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to enable more students to participate in Concordia faculty-led study abroad programs by ensuring that those programs are:

- Student-centered;
- In conformity with standards of safety and responsibility in study abroad programs as established by recognized academic consortia (e.g., NAFSA: Association for International Educators), Campus Alberta and Advanced Education, and Concordia operating policies and procedures; and
- Operated by all Concordia academic units in a manner that meets operational and program standards.

REVIEW: This OP will be reviewed in June of even-numbered years by the International Office (IO) with coordination by the Vice-President International and Research with recommended revisions forwarded to the President's Executive Council (PEC).

POLICY/PROCEDURE

This OP is an outline of procedures for faculty-led programs at Concordia.

1. Establishment of Departmental Faculty-led Study Abroad Programs

a. Faculty desiring to establish a new program must complete the application form and submit the proposal for approval in their department by **March 15**. Approval from appropriate Dean/Director and the Department must be sought by **March 30**. Faculty submit approved proposals to the International Office (IO) until **April 10**. Upon ratification by the IO by **April 20**, faculty and the IO start advertising the program among students. The approved proposal may be submitted for government grants (CAGFIL) until the deadline determined by the Ministry for Advanced Education in **November**. The IO, in consultation with Concordia's academic administration, will rank the programs in view of the government funds applications, according to institutional priorities in the strategic plan for Internationalization.

Continuation of previous programs should be confirmed by the faculty member for the current year in the same deadlines.

b. IO responsibilities include, but are not limited to, meeting with faculty to ensure compliance with all procedures required by Concordia and the province of Alberta.

c. Choice of destination: The Faculty are encouraged to choose, if possible, a program location among Concordia's partner institutions. The choice of a non-partner institution should be supported with a rationale articulating the benefits of the exceptional choice.

2. Financial support for Study abroad

a. In preparing a budget, please identify all costs to participants and develop a program price that allows for an affordable, high quality program. Please draft two versions of the program budget: one based on the minimum number of participants and another based on the maximum number of participants. Calculate the cost per participant based on each budget.

b. Faculty shall fix, prior to the first informational meeting about the program, a cost per student for the study abroad program. This should likely be completed with the proposal to get departmental approval.

c. Students eligible to receive government financial aid (grants and loans) may only continue to receive those funds while participating in approved study abroad programs during the academic year. Work study is not applicable to study abroad experiences. Students must consult with the Financial Aid Office to determine their eligibility.

d. Faculty shall consult IO and Financial Aid Department about the possibility of financial aid for the program expenses.

3. Contents of the Faculty-Led Study abroad

a. Developing a study abroad program will require a lot of advance planning and research; therefore, the process should begin early enough that the required paperwork is submitted to the appropriate Dean approximately one year prior to departure (planning may begin as early as 12-15 months prior to the course offering). This is to ensure that faculty and staff have ample time to implement and advertise the program. Students must be made aware that in case of low enrolment, the course may be subject to cancellation.

b. Course syllabi should be available prior to approval of the program, so that students may make informed decisions about their courses, purchase required texts, and conduct any required library research while on campus.

c. Courses taught abroad should have the same number of contact hours as on-campus courses, while being adapted to the country and study abroad context. For a course taught abroad to be

effective, faculty members must carefully link the intended experience with valuable and realistic course objectives and learning outcomes.

d. Expectations for each course should be put in the syllabi and announced again at the beginning of the program; clear guidelines on grading are also essential. Attendance is mandatory and records should be kept. The faculty should be aware of which students are not attending classes and immediately address this with the students involved.

4. Responsibilities Prior to Departure

a. Faculty responsibilities prior to departure include, but are not limited to, working with their department and the IO to establish a budget, submission of forms, attendance at colloquia and workshops, preparing for emergency situations (Risk management procedures with the Director of Policy and Records Management, President's Office), and maintaining an appropriate student/faculty ratio. Faculty must work with the IO to determine what is included in the cost of the program, i.e. accommodation, transportation, meals, etc. Once the financial agreement is signed, any additional costs or changes to the program that are not included in the budget must be approved by the department and the IO in advance, if the budget permits. Except through existing scholarships available for study abroad, the university will not pay for student expenses. Upon recommendation from the department, the IO makes the final decision in all budgetary matters in consultation with PEC. Faculty members taking students abroad are required to have at least one meeting prior to departure, which will allow everyone to get to know each other as well the collection of information from the students while everyone is in one place. This is also a good time to go over in detail the course, itinerary, and financial matters. Be sure to remind students of important deadlines and key tasks that they may need to complete prior to departure, such as applying for passports or visas and obtaining any necessary vaccinations (note that these may take some time, and plan accordingly). It is desirable to invite the IO to at least one pre-departure meeting.

Keep in mind that all hotel contact information and itineraries need to be distributed to students so they can share them with their families. If faculty leaders have any questions or concerns about what to cover during informational meetings and orientation, please feel free to contact the IO. We can provide you with up-to-date information that is given to our students going abroad and adapt it to fit your group's needs.

Check-lists:

Faculty should address the following topics in pre-departure meetings:

- * Airline and travel itinerary
- * Review of course syllabus, evaluation criteria, academic expectations
- * Scheduled activities vs. free time; communicate when and where University responsibility ends before, during and after the program
- * Information on the culture, history, politics of the countries or regions to be visited

- * On-site arrangements and services (i.e. housing, meals, ATMs, health care facilities, e-mail access, etc.)

IO will address the following topics during the pre-departure orientation:

- * Recognizing and dealing with culture shock; activities to develop cross-cultural understanding and skills
- * Study Abroad Health Insurance Policy
- * Health and safety issues
- * Alcohol and drug use
- * Discussion of student conduct policies (i.e. attendance policy, dress code, behavior expectations, and grounds for expulsion)
- * Survival language training for programs in non-English speaking countries
- * Money abroad
- * General travel tips
- * Academic and financial policies (i.e. registration, billing, financial aid, posting grades upon return)

b. IO responsibilities prior to departure include, but are not limited to, providing students with information on emergency and liability forms and insurance, conducting pre-departure orientation sessions, notifying on-campus offices of students' intent to study abroad, communicating to students about study abroad possibilities.

c. Students' financial responsibilities include:

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

- * International transportation: Students are responsible for purchases of airfares and any travel prior to the beginning of the program.
- * Passport and visa costs: All students must have a passport which is valid for at least 6 months after completion of the trip, and many students are required to secure a visa for travel to their destination country. Visa requirements depend on each student's citizenship and the country to which he or she is traveling.
- * Physical exam, immunizations and/or medication: Students are required to pay the costs of the physical exam to complete the mandatory health clearance process for study abroad, and any immunizations or medications that are required. Students must make sure they have enough medication for their entire trip.
- * Incidental expenses, some meals: Students will need to have access to funds while abroad for incidentals not covered by the program. Specific expenses depend on the program, but may include phone calls, laundry, souvenirs, and entertainment. If the program does not provide three meals per day, they will also need to budget for this expense.
- * Concordia's Tuition fee

5. Responsibilities during the Program

a. Faculty responsibilities during the program include, but are not limited to, arriving with the students or being on location in advance of their arrival, remaining on location for the duration of the program, and behaving in a manner that conforms with Concordia guidelines and is consistent with local law and custom.

b. Campus Security (risk management) is the point of initial contact for any emergency that occurs during a program.

c. All Concordia faculty who take students abroad must have a cell phone with which to communicate with IO during the program or have arranged an alternate method of communication in locations where cell phone coverage is not available.

d. Faculty are responsible for establishing acceptable behavior norms consistent with the Concordia Code of Student Conduct and local law and custom.

6. Responsibilities upon Return

Faculty are responsible for reconciling their travel accounts with the Business Office and for meeting with IO personnel to evaluate the program.

Faculty leaders must keep all receipts and records for any program-related expenses. In general, it is best if a majority of the program expenses can be paid before the program actually begins.

In order to be reimbursed for any program-related expenses, Concordia's policies and procedures for travel expenses must be followed. Receipts must be translated from the local language to English and reported according to Concordia business office procedures.

Final accounting is much easier if the faculty leader organizes all receipts at the end of each day and records how much has been spent out of the program budget. It is crucial that you stay within the budget that was originally submitted to the IO. Because all programs are self-supporting, there are no extra funds which can be used if a program runs over budget, and the deans are responsible for possible overages in the program.

There are, however, instances during international travel where it is impossible to obtain a receipt from the service provider (i.e. taxi or public transportation). In instances where an individual is unable to obtain a receipt, the Business Office will provide the leader with generic receipts used to log the expense. Such expenses should be infrequent and less than \$ 50. The generic receipt should clearly identify the name of the company, date of service, service rendered (i.e. Taxi, bus, etc.) and total cost.

7. Faculty Accompanied by Spouse/Family

Faculty members may wish to bring along family members, a partner, or friend for part or all of the program. The participation of family members or any party not associated with the University should not interfere with the teaching of the course or the availability of the teaching faculty or

Faculty Leader to the students. For liability reasons, travel companions should not act in any administrative role or be responsible for program logistics which may represent themselves as employees of the University.

Airfare and other expenses for a partner or dependents traveling with the group must be paid separately by the faculty member at the time of purchase directly to the travel agent, partner institution, or rental agency.

Children of faculty and students under the age of 18 must be accompanied by another adult not participating in the program, who will be responsible for the child during the duration of the program. On-site childcare may be arranged, however the provision and cost is solely the responsibility of the participant.

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

8. Insurance

a. Faculty

Concordia provides insurance coverage for faculty for any activity performed while at Concordia. You will receive a copy of the insurance policy and your insurance card prior to departure. Key features of the insurance policy include:

- Medical Expenses
- Emergency Medical Reunion
- Return Ticket
- Program Fee Refund
- Travel Delay
- Repatriation of Remains
- Accidental Death
- Personal Liability
- 90-Day Extension of Benefits

Please note that the mandated insurance policy has limited coverage for pre-existing conditions. If you receive treatment for a pre-existing condition, you should check with your private insurer about international coverage terms.

b. Students

All Concordia students will have health and accident and emergency evacuation and repatriation insurance coverage through Concordia's health plan provider. Study Abroad staff will enroll the students with Concordia's health plan provider, and students will be billed for the charge of coverage. This coverage will be for the duration of the faculty-led program.

9. Alcohol

In accordance with Concordia policy, university funds may not be used to purchase alcohol. Students of legal age in the study abroad location and faculty may purchase and consume alcohol with their own funds. Faculty may not purchase alcohol for students.

10. Safety and Security

A- Prior to departure

As a faculty leader your responsibilities extend beyond the classroom. Students rely on you for a range of extracurricular assistance as they adjust to a new, and sometimes stressful, environment. To help ensure the health and safety of the students participating in your program it is very important to take the following steps:

Provide detailed information about the program and program site to participants so that they, and their parents/guardians/families, may make informed decisions concerning preparation, participation, and behavior requirements associated with the program. This includes information on the level of physical demands that will be placed on the students by the program activities, destination, etc.

Have knowledge of students' pre-existing medical and/or psychological conditions.

You are required to register the students and yourself with the Canadian Embassy of the country before or upon arrival.

Prior to departure, you should, at a minimum, collect the following information:

- Telephone number and address of the Canadian Embassy or Consulate nearest the program site
- Name, address, and telephone number of an English-speaking doctor at or near the program site. This information can be obtained from the Canadian Embassy or Consulate.
- Name, address, and telephone number of nearest large hospital that provides urgent/emergency care.
- Name, address, and telephone number of local police.
- Directions for direct AND operator-assisted dialing to Canada, from site, including access codes and acceptability of coins/telephone cards/calling cards.
- List of nearest airports and train stations to the program site, along with general schedules for each, in case flights get diverted or a quick change in plans is necessary.

b. The decision to cancel a program for any period of time can have serious consequences, and should be considered carefully in view of how the cancellation will affect other programs. IO and risk management must be consulted in the decision to cancel the program.

Safety is Concordia's paramount concern. The IO will monitor State Department Bulletins and Centers for Disease Control guidelines and will make a request to the appropriate Dean to cancel a program if safety concerns warrant. This is a VERY rare occurrence.

Major emergencies include:

- Natural disaster (hurricane, earthquake, fire, flood, etc.)
- Major sickness or injury (car accident, epidemics, death, etc.)
- Assault, sexual assault or rape
- Missing person
- Arrest
- Hostage situation
- Socio-political (riot, military coup, terrorist attack)
- Behavior of the Director or students that causes or threatens harm to themselves or others.

c. On site

As soon as possible after arrival it is important that you contact IO by email to inform us of your arrival and to let us know if all students are present.

When any type of emergency occurs, it is the responsibility of the faculty leader to notify Campus Security immediately.

11. Evaluations

a. To better serve Concordia students, each program should provide an opportunity for students to evaluate the program in terms of content, location, excursions, value for money spent, etc. A sample evaluation is attached.

Shortly after the return to Concordia, the IO will ask students to submit program evaluations. IO Program Evaluations focus on program logistics such as travel, clarity of expectations, lodging, etc. Responses will be compiled and shared with you approximately one month following return. IO evaluations are not academic in nature, therefore, you are encouraged distribute a second, academically focused, evaluation according to Concordia procedures.

b. Faculty will be given the opportunity to evaluate the support provided by the IO and offer suggestions for future changes.

Following: attachments (available separately in Word format)

Attachment A: Study Abroad Program Proposal Form

Attachment B: Sample Budget

Attachment C: Receipt Form

Attachment D: Texas Higher Education Coordinating Board Annotated List of Proposed Out-of-State and Out-of-Country Courses

Attachment E: Field Trip Fees for Students

Attachment F: Faculty-led Program Evaluation

Attachment A: Study Abroad Program Proposal Form

STUDY ABROAD PROPOSAL FORM

PROGRAM NAME	
PROGRAM LOCATION	
PROGRAM DIRECTOR	
DATES	

Justification for offering this study-abroad program :

Potential safety issues at the program location :

Courses to be offered in the program :

NAME	PURPOSE
-	
-	
-	
-	

Program content (if field work will be included, amount of time, any visits planned, travels, time management) :

Instructors _____ :

Salary _____ paid _____ by _____ :

Travel arrangements to country:

group flight - independent flight arrangements, students to be met by director on arrival -

other: _____

Housing arrangements

hotel homestay student residence halls other: _____

Details _____ :

Meals

included student responsibility other: _____

Transportation

public transportation hire transportation w/driver other: _____

Classroom arrangements

Attachment B: Sample Budget

Attachment C: Receipt Form

Total (Local currency) = Total CA\$

Purpose: _____

Attendees, title, and organization (food and entertainment only)

- 1.
- 2.
- 3.
- 4.

Date of purchase

Signature

Attachment D : Courses

FACULTY-LED STUDY ABROAD : LIST OF PROPOSED COURSES

Course number and title	University – Country – Department
Length of courses (number of hours and weeks)	Person in charge of the course: Email and phone number: Contact hours :
Purpose of the course :	
Contents of the course :	
Assignments (if known) :	Field work : <input type="checkbox"/> YES _____ <input type="checkbox"/> NO

Course number and title	University – Country – Department
Length of courses (number of hours and weeks)	Person in charge of the course: Email and phone number: Contact hours :
Purpose of the course :	
Contents of the course :	
Assignments (if known) :	Field work : <input type="checkbox"/> YES _____ <input type="checkbox"/> NO

Course number and title	University – Country – Department
Length of courses (number of hours and weeks)	Person in charge of the course: Email and phone number: Contact hours :
Purpose of the course :	

Contents of the course :	
Assignments (if known) :	Field work : <input type="checkbox"/> YES _____ <input type="checkbox"/> NO

Course number and title	University – Country – Department
Length of courses (number of hours and weeks)	Person in charge of the course: Email and phone number: Contact hours :
Purpose of the course :	
Contents of the course :	
Assignments (if known) :	Field work : <input type="checkbox"/> YES _____ <input type="checkbox"/> NO

Attachment F : Program Evaluation

FACULTY-LED PROGRAM EVALUATION

- Were you given adequate information prior to the start of the program? This covers orientation conducted by the faculty member and the International Office.

- Were you given adequate preparatory materials?

- Was the program what you expected? Please explain.

- What was the most interesting aspect of the program?

- Was the time available used well?

- Was the program well-organized?

- Were there any surprises? (good or bad)

- Please comment on...

- Accommodations
- Transportation
- Security/Safety

- Do you have any suggestions for this program in the future?

- Would you recommend this program to other students?