Faculty-led Study Abroad Programs

The following represents a summary of the processes involved in proposing or renewing a Faculty-led Study Abroad program. It should also be used for Study Away proposals. Other than in exceptional circumstances, the Radford University International Education Center (IEC) will contract program providers to manage flights, accommodation, travel, insurance, and most other logistics leaving the faculty member to concentrate on the academic elements of the program. If more details are needed, please contact the IEC.

A. Proposal and Program Renewal Guidelines
Study Abroad programs must have learning outcomes directly related to students’ programmatic educational goals and to learning outcomes of departmental or interdisciplinary majors or minors. Students not pursuing these majors may choose a Study Abroad program for elective credit.

In addition to designing and managing the academic content of the program, the Program Director has many other responsibilities, including, but not limited to:

- Submitting a program proposal that articulates the programmatic goals, the academic and intercultural student learning outcomes, and any health and safety considerations.
- Promoting the program and recruiting students.
- Handling some on-site finances and securing proper expense documentation.
- Delivering or coordinating the on-site academic content of the program.
- Providing support, guidance, and behavioral management to students.
- Managing crisis and emergency situations.
- Providing emergency contact information and program itinerary to the IEC.
- Collaborating with the IEC staff to facilitate student course registration and additional administrative functions.
- Having their students participate in Program Director-conducted pre-departure orientation (where students must be informed of final program costs and complete the necessary forms) and post program assessment.
- Sharing the Program Director-conducted post program assessment results with the IEC within thirty days of the program’s conclusion.
- Having their students participate in the mandatory IEC-conducted pre-departure orientation and post program assessment (GPI).

Faculty leaders may screen applicants at their discretion, and accept or decline admission to the program based on their screening criteria.

Please note that family members of program directors or other accompanying faculty and any other companions are not permitted to travel on Radford University Study Abroad programs.
B. **Submission procedure**
   - The proposal form (a fillable pdf) is available from the IEC and is also available from the IEC website. It must be submitted to the IEC at least **nine months** in advance of the proposed departure date.
   - *Before the proposal is submitted to the IEC*, the Chair/Director and Dean of the appropriate school must endorse it. The IEC Director will then review it and send it to the Assistant Provost for Academic Programs, who will then either endorse or further review the proposal. If endorsed, the proposal will be submitted to the Provost for approval and then to the President.

C. **Participation of a host institution**
   If the proposed study abroad program includes the participation of a host institution of higher education, use the proposal form to provide a description of the host institution’s obligations and capacity to provide students with educational experiences that meet the learning goals of the proposed study abroad program.

D. **Enrollment requirement for Study Abroad/Away programs that include Radford University courses**
   Generally, the minimum number of students that must be enrolled for the total minimum credit-hour offering of a study abroad program is ten. If enrolled students fail to pay Radford University tuition or the appropriate study abroad fee by the payment deadline and/or if students withdraw after paying tuition or the appropriate study abroad fee to the extent that the program no longer meets the minimum enrollment requirement, the University reserves the right to cancel the program and to refund tuition or the appropriate study abroad fee to those students still enrolled.

E. **Role of the International Education Center**
   - The IEC will assist Program Directors in developing program proposals and in providing assistance for the development of necessary and appropriate pre-departure programs for students.
   - The IEC will work with Program Directors, Radford University, and program providers to determine the price of the program. (Program Directors should not inform students or parents of definitive program costs without first consulting the IEC.)
   - The IEC will inform Program Directors of the final program approval.
   - The IEC will advise students of scholarships and refer students to the Financial Aid Office for information about eligibility for financial aid.
   - The IEC will collect and process all study abroad applications, perform disciplinary clearance through the Office of Student Standards and Conduct for each applicant, and distribute results to each Program Director.
   - The IEC will provide students with information about passport, visa, and insurance requirements.
The IEC will work with Program Directors and maintain emergency notification records on all students enrolled in study abroad programs and serve as the Radford University point of contact for program leaders and members of students’ families during the study abroad experience. The IEC will assist faculty members with post-experience programs for students, to include helping faculty members gather assessment information that can be used for program improvement. The IEC will take care of student registration (all summer programs are registered under Summer III). The IEC will select the program providers (in consultation with Program Directors). The IEC will manage the student participation agreement which includes liability waivers.

F. Student registration & billing
In order for students to be correctly billed, the Program Director needs to send the following information to Lori Roop, IEC Program Support Specialist:
- Accepted Students’ names & ID number
- Course number(s) undertaken by each student
- Number of credit hours per course

Student Payment Details and Deadlines:

Summer Programs:
- Application Deadline – October 31
- Non-refundable deposit - $1000 – due December 1
- Balance Due – March 1

Wintermester Programs:
- Application Deadline – September 1
- Non-refundable deposit - $1000 – November 1
- Balance Due – December 1

Spring Break Programs:
- Application Deadline – October 31
- Non-refundable deposit - $1000 – December 1
- Balance Due – January 26

G. Safety and Crisis Management
Faculty members are responsible for providing one or more “site-specific” pre-departure orientation sessions with their participants. In addition, The IEC presents an annual mandatory Study Abroad Pre-Departure Orientation which covers general safety and health topics relating to study abroad.

H. Travel regulations
Travel Regulations for Radford University Employees are published up-to-date by Accounts Payable. All official travel needs prior approval by all appropriate administrative levels.
The following information, to be maintained by the traveler, is required for expense reimbursement:

- Pre-travel approval (RFT) by appropriate supervisor or agency designee
- Reason for travel
- Receipts for lodging
- Receipts for public transportation
- Receipts for parking and/or tolls over $10
- Time and date of departures and returns
- Travel reimbursement Voucher signed by the traveler and the IEC Director.

Please also note:

- M&IE must be entered on the travel request at the correct rate.
- All receipts for reimbursement on travel must be submitted immediately after returning from travel. This will also allow time for the IEC to close-out budgets for the fiscal year-end. State regulations mandate that travel reimbursement is submitted within 30 days of return.

Travelers should keep receipts and records of all expenses. Original receipts must be submitted with the travel reimbursement vouchers. If photocopied, emailed, or fax copies are submitted, you may not be reimbursed for the expense.