

## **GUIDELINES FOR FACULTY-LED EDUCATION ABROAD PROGRAMS**

### *(Credit-Bearing Programs Only)*

In order to ensure consistency, minimize liabilities and maximize resources, the following guidelines have been established for faculty members interested in proposing credit-bearing, faculty-led programs at Radford University. The guidelines in this document along with the "[Faculty-led Education Abroad Program Proposal Form](#)" have been developed by McGlothlin Center for Global Education and Engagement (MCGEE).

All *credit-bearing* faculty-led programs must adhere to the guidelines as well as all Radford University policies and procedures to be considered a Radford University-sponsored program. Approved faculty-led programs will have full support of McGlothlin Center for Global Education and Engagement (MCGEE) and Radford University.

### **Section I: Formal Approval**

- All first-time proposed courses must be approved by the respective academic department and college curriculum committee. A syllabus for each course is required for program approval and should be submitted as part of the proposal packet to the Education Abroad Advisory Council (EAAC). Regardless of location, programs teaching more than one course will require separate proposals for each one.
  - Deadlines:      Fall/Wintermester: October 1 of the previous year  
                         Spring: April 1 of the previous year  
                         Summer/Maymester: October 1 of the previous year
- Example: For a program departing in the Fall 2024 semester, the application is due on October 1 of 2023.*
- Upon submission, allow 4-8 weeks for the EAAC to review and reach a decision regarding the proposed faculty-led program. EAAC may request additional information from the faculty if needed.
  - Barring any significant program changes, formal approval for the faculty-led program is required only once by EAAC. Major changes to course content, location, credits, etc. will require a new proposal and formal program approval.
  - Programs being proposed in a location with a Travel Warning as published by the U.S. Department of State (<http://travel.state.gov>) must submit a [petition](#) to MCGEE prior to developing the program. Note that this process requires approval from the President and may take 4-8 weeks. Contact MCGEE for more information on the petition process.
  - The faculty leader is not authorized to promote the price of the program until the program and its associated budget have been formally approved.
  - In-process and denied programs are not permitted to advertise and recruit. Denied programs will not receive Radford University funding or support from MCGEE.

## **Section II: Program Management and Application Process**

- All programs must occur within the official [Radford University academic calendar](#). Courses and coursework cannot cross semester start/end dates.
- For risk management purposes, it is recommended that all faculty-led programs have one faculty leader and one chaperone.
- Reporting to the faculty leader, the chaperone is a Radford University faculty or staff member assisting in program leadership and logistic. Chaperone duties are to be determined in conjunction with the faculty leader and could include, but not limited to, crisis management assistance as well as assisting with the logistical direction of the program should the faculty leader be unable to do so. Non-Radford University chaperones may also be considered but may require additional paperwork with Human Resources and other offices. As such, if a non-Radford University chaperone is desired, please provide a brief write-up explaining the rationale of why this would benefit the program. This information must be included in the proposal to EAAC.
- All faculty-led programs will be managed by MCGEE in conjunction with the faculty leader. The faculty leader is the primary point of contact for the program.
- The faculty leader is responsible for supervising and monitoring each student's conformance to Radford University rules, regulations, conduct, and other applicable policies. Faculty leaders should be familiar with the Radford University [Code of Student Conduct](#) and Education Abroad policies found in the Handbook for Faculty-led Education Abroad Programs (Coming Soon!).
- All students will be required to apply online through MCGEE and all forms must be submitted in an electronic format whenever possible.
- MCGEE will manage the application process for the program in conjunction with the faculty leader.
- All participants, including faculty and chaperone, are required to attend a pre-departure orientation conducted by MCGEE. Faculty leaders are highly encouraged to conduct additional program-specific pre-departure orientation(s).

## **Section III: Enrollment**

- Enrollment criteria/requirements will be established by the faculty leader in conjunction with MCGEE.
- Faculty-led programs must meet a minimum student enrollment to satisfy the break-even point analysis (revenues to cover all expenses). The minimum number of students enrolled may vary depending on each program cost. This will be determined by MCGEE and the faculty member.
- MCGEE will coordinate course registration with the University Registrar's Office.
- Any Non-Radford University student must first [apply for admission as a non-degree seeking student](#). Once admitted to the University, the student may then apply to participate in a faculty-led program.
- Inactive Radford University students must [apply for re-admission](#) and be accepted in order to participate in a faculty-led program.

- All participants in any of the faculty-led programs must be enrolled in the course(s) taught in the program. This includes immediate family members, relatives, friends and any other guests who wish to join the group while abroad.
- When a program offers multiple courses, students must be enrolled in at least one of the courses but not necessarily in all the courses offered.
- MCGEE reserves the right to cancel any faculty-led program due to low enrollment numbers, inability to meet revenue expectations (based on break-even point analysis), political instability in the host country, disasters (natural or other), and other reason deemed appropriate.

#### **Section IV: Program Budget and Cost**

- Faculty-led programs must break-even and cannot operate on a budget deficit.
- Program budgets are designed to break even, but are also structured to prevent against any unexpected overages.
- The budget developed of the program cost directly correlates to the student program fee assessed. Therefore, changes in participation and cost projections will directly impact the cost to the student.
- All expenses, including tipping/gratuity, must be accounted for in the proposed budget.
- Once a program price has been advertised, it cannot be changed.
- Faculty are required to disclose and provide documentation on all types of funding (both internal and external) being applied for, or expected to be received, for this program. This includes in-kind and other non-monetary funding.
- Faculty must notify the MCGEE if any student(s) will be receiving any outside (non-Radford University) funding for this program.
- MCGEE will work with the faculty leader to create a budget for the program utilizing the approved budget template. This is a shared responsibility so that the budget must be carefully drafted to include all possible expenses. Items excluded from the budget will not be approved and/or reimbursed. Budget adjustments, after the budget has been approved, will only be allowed in order to account for currency fluctuations as well as other volatile expenses, such as gasoline prices, and must be approved by MCGEE.
- MCGEE will include a non-refundable contingency fee of \$150 per student. Faculty leaders should not use this fee as part of their program operating expenses as it is intended for emergency situations only.
- Any excess revenues will be managed by MCGEE for study abroad emergency situations or other necessities of MCGEE. These funds will not be reimbursed to the students.
- MCGEE cannot and will not make payments to any vendors or service providers prior to all students confirming their participation. By confirming their participation, students are making a financial commitment to cover their portion of the cost of operating the program. Only after a student confirms, MCGEE will begin making payments to vendors. It is important to note that no deposit payments can be made to hold reservations as there is no money to spend for a program until after the students confirm.
- Faculty are not authorized to sign any contracts with any vendors or service providers. This responsibility falls under the Procurements and Contracts Office. MCGEE will work with Procurements and Contracts to acquire any necessary signatures when needed.

- MCGEE will manage all Chrome River transactions and submissions. Therefore, MCGEE will be assigned as a delegate on all faculty-led programs and work directly with the Office of Risk Management in securing approvals.
- Please note that, in accordance to the laws of the Commonwealth of Virginia, the President must approve all international travel.

#### **Section V: Compensations and Reimbursement**

- MCGEE is not involved in establishing faculty compensations for courses taught on faculty-led programs. Compensation is strictly determined in accordance to Human Resources guidelines.
- Any stipends and speaker honorariums are to be determined by the faculty leader in conjunction with MCGEE.
- Chaperones who are Radford University faculty members will not receive any compensation during the program.
- MCGEE will only reimburse faculty leaders and chaperones for approved budgeted items. In the event of an emergency, MCGEE in conjunction with the Controller's office, will determine any reimbursements.
- MCGEE reserves the right to refuse reimbursements for any expenses that were not included in the original budget and/or are not in accordance with the University's policies and procedures.
- Any undocumented expenses or unauthorized charges will become the responsibility of the individuals who incurred them.
- Alcohol beverages must not be purchased with University funds.

#### **Section VI: Refund and Cancellations**

- The tuition refund policy for faculty-led programs is set by guidelines and dates established by the Office of the Bursar.
- The program fee refund policy will be established by MCGEE immediately following the program approval.
- The program cancellation policy will be established by MCGEE in collaboration with the faculty leader immediately following the program approval.

#### **Section VII: Risk Management**

- For risk management purposes, it is recommended that all faculty-led programs have one faculty leader and one chaperone.
- Enrollment in the Radford University International Health Insurance Plan, coordinated by MCGEE, is mandatory for all participants (students, faculty and chaperones). If a faculty-led program is working with an external program service provider that includes similar or better insurance coverage as a mandatory component of its package, enrollment in the Radford University International Health Insurance Plan may not be required.
- The cost of insurance, including that of the faculty leader and chaperone, will be included in the program budget.

- All participants (students, faculty and chaperones) must complete all forms required by the MCGEE (i.e. assumption of risk, medical history form, participation, forms, etc.) and any other department (if needed) by the established deadline. Should a participant fail to complete all required forms prior to the deadline, MCGEE reserves the right to withdraw the individual from the program, or potentially cancel the program, without a refund.
- Faculty leaders and chaperones should be prepared to deal with emergencies while abroad and that faculty leader is required to promptly inform MCGEE and the Office of Risk Management in such occurrence.
- Funds will be available in the program budget for program-related communications (mobile phones, internet use, phone card, etc.). However, any expenses above the allocated funds will not be reimbursed unless in an emergency situation.
- A copy of Radford University's "Emergency Protocols for Student Travel" will be given to the faculty leader and chaperone. It is the faculty leader and chaperone's responsibility familiarize themselves with it and keep a copy while abroad.

### **Section VIII: Advertising and Promotion**

- MCGEE will assist with the promotion of the faculty-led program by providing a web page, promoting the program during informational sessions and campus-wide events (whenever possible), through one-on-one advising sessions, and via a nationwide study abroad list-serv (if desired).
- The faculty leader is responsible for promoting a faculty-led program in one's department, other departments/colleges at Radford University, and at any other colleges and universities (if desired).
- The faculty leader is not authorized to promote the price of the program until the program and budget have been formally approved.

### **Section IX: After the Program Concludes**

- If the faculty leader receives any funding that has a post-program requirement, please make sure this requirement is completed. Failure to do so may exclude the faculty leader from future funding and participation.
- Upon the completion of the program, the faculty leader (and chaperone if necessary) is required to make an appointment with the Coordinator for Education Abroad at MCGEE within 15 days of returning. At this meeting, the faculty leader must bring all original receipts, travel documents, and any other required documents for reconciliation.
- MCGEE will conduct a program assessment with all participants, including the faculty member and chaperone. The results of the assessment may be shared with other Radford University individuals when appropriate.

### **Section X: Program Cancellation**

- MCGEE reserves the right to cancel any faculty-led program due to, but not limited to, low enrollment numbers, inability to meet revenue expectations (based on a break-even point), political instability in the host country, pandemics, and disasters (natural or other).

### **Section XI: Timeline**

The below outline is a generic timeline to allow for proper planning. Please note that payment deadlines are defined by the Office of the Bursar in collaboration with MCGEE.

Develop Program Proposal and complete Dean/Department chair approval form	1 year prior
Submit Program Proposal to EAAC	10-11 months prior
If program is approved, develop marketing and promotional plan with MCGEE	9 months prior
Program recruitment	8 months prior (ongoing)
Program and tuition payment due in full from students	3 months prior
Final payments and numbers due to vendors/providers	2 months prior
Final program itinerary and contact information sent to MCGEE	2 months prior
Pre-departure orientation	1 month prior
Upon return, meet with MCGEE for receipt processing and others	Within 15 days of arrival

### **Section XII: Exceptions**

- While great efforts have been taken to ensure flexibility when proposing a new program, some exceptions may be made on a case-by-case basis in order to accommodate certain program needs.
- Any exception must be made at the time of the proposal and approved by MCGEE.

### **Section XIII: Acceptance of Guidelines**

I hereby agree that I have read and understood the information presented to me above. I understand that if I do not agree with any of the policies and procedures above, whether in whole or in part, my proposed program cannot be considered for approval.

Faculty Name: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Faculty Department: \_\_\_\_\_

Date: \_\_\_\_\_

Program Name: \_\_\_\_\_

Program Location: \_\_\_\_\_

Term: \_\_\_\_\_