



UNIVERSITY OF
LOUISVILLE[®]

COLLEGE OF ARTS & SCIENCES

STUDY ABROAD MANUAL

**FACULTY-LED
SHORT TERM TRAVEL COURSES**



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The following guidelines apply to all College of Arts and Sciences Faculty-Led Study Abroad Courses. These guidelines are designed to ensure the academic integrity and thoroughness of preparation for all study abroad experiences. **No study abroad program will receive the College's approval unless all procedures have been followed.**

A&S Study Abroad Course = course in a department (usually listed special topics) that includes a travel component.

A. PROPOSAL AND COURSE APPROVAL

All new and continuing faculty-led study abroad programs must be approved by the faculty member's Department Chair at least six months prior to the proposed start date. Faculty proposing a new program or continuing a program should request that their Department Chair send approval via email to the Manager of International Initiatives and A&S Associate Dean for Undergraduate Education. This message from the Chair should include a statement of program approval, the approved program proposal, course information, syllabus, and tentative program budget.

B. FACULTY OUT-OF-COUNTRY TRAVEL APPROVAL

Initial out of country travel paperwork for faculty must be submitted to the Unit Business Manager Intermediate for International Initiatives in the A&S Dean's Office no later than December 15th for summer travel. All required paperwork for travel must be submitted no later than March 15th. Failure to submit all required paperwork will result in cancelling student enrollment OR cancellation of the trip. Instructions for out-of-country travel paperwork for faculty can be found here: <http://louisville.edu/provost/travel/>

Airfare and/or lodging arrangements should not be made until you have received authorization from the International Center. Authorization may be obtained by submitting a request for authorization for out of country travel. Requests must be signed by your Department Chair and submitted to the Unit Business Manager Intermediate for International Initiatives who will obtain the Dean's signature and process the online travel authorization forms and cash advance.

C. TRAVEL AND LOGISTICS

It is the faculty member's responsibility to coordinate program logistics (housing, in-country and local transportation, meals and excursions, etc.) with the program provider or on-site coordinator. The Unit Business Manager Intermediate for International Initiatives will arrange flights, pay vendors, and provide other logistical support as necessary unless other arrangements have been made in the home department.

If the faculty member is working through a vendor or travel planner, please notify the Unit Business Manager Intermediate for International Initiatives before any negotiations or arrangements are made to prevent increased cost due to delays in payments. Faculty are not authorized to sign contracts for the University. Thus, the Manager of International Initiatives and Unit Business Manager Intermediate for International Initiatives must review any arrangements with a travel provider (e.g., CIEE, etc.) before arrangements are finalized.

The travel provider needs to be approved as a vendor by the University before any payments can be made. **Keep in mind that the vendor set-up process can take up to 60 days.** It is the responsibility of the faculty member to provide vendor information to the Unit Business Manager Intermediate for International Initiatives for submission. This will allow time to get the vendor set-up in the system and ensure that they receive payment. **Once vendor set-up is complete, it can take an additional 60-90 days for a payment to be processed, starting the process as soon as possible is crucial.**

D. BUDGET

All A&S faculty-led study abroad courses are self-supporting. The faculty member is responsible for providing budget figures to the Manager of International Initiatives for all academic and travel expenses using the provided budget template. This budget is used to determine the program fee charged to participating students. The full cost of the program must be included in the program budget, including faculty salary (including fringe) and expenses where applicable. Additionally, the budget should include all persons traveling as part of the official group. Travel expenses for people who are not official support faculty/staff for the trip cannot be paid for with student fees or scholarship funds. The program budget should balance and be an accurate representation of anticipated expenses. If costs change, the budget will be revisited.

The program fee advertised to students should not reflect the total cost of the program minus any awarded travel scholarship funds. This fee is reported to Financial Aid and must reflect the true cost of the trip per student. However, it can be communicated to students that the program fee will decrease based on scholarship funding from the A&S Dean's Office. The Manager of International initiatives will handle the coordination of the program fee with the Registrar's and Bursar's Offices.

A&S scholarship funds cannot be used for faculty salaries, fringe or faculty expenses. The program budget must reflect the exact amount charged to each student without scholarship.

E. COURSE REGISTRATION AND ENROLLMENT

The faculty member is responsible for submitting the proposed course number and course dates to the Manager of International Initiatives who will be responsible for getting the course added to the schedule and will ensure that the program fee is attached.

The Manager of International Initiatives will enroll the students in the course(s) once the faculty member has submitted a list of students and course information. Travel courses submitted directly to the Assistant Dean for Undergraduate Studies will not be processed.

F. STUDENT INTERNATIONAL TRAVEL FORMS, HEALTH CLEARANCE AND PASSPORT

The faculty member is responsible for collecting and submitting, as a set, all student travel forms, health clearance forms, and signed copies of student passports. Students should not submit their individual forms to the A&S Dean's Office or International Center. It is advisable to schedule a class visit with the Manager of International initiatives to collect the forms and passport copies from students during one of the first class meetings.

All travel forms for students must be submitted by March 15th. If recruitment for your program extends beyond this deadline, additional forms will be accepted. However, if the course does not reach a minimum enrollment of 10 students by March 15th, it may be canceled. The Manager of International initiatives will submit forms as a group to the Office of Study Abroad and International Travel for final approval.

Please note that a physician should clear student participants for travel prior to the purchase of flights.

G. STUDENT PAYMENTS

Payments should not be accepted or collected from students for study abroad program fees. Students are required to make payments to their student accounts directly through the Bursar's Office after they have been enrolled in their course(s).

In the event that a student cannot pay the total program fee, UofL offers monthly payment plans based on the current semester in which the student is enrolled. Additional information about monthly payment plans can be found on the Bursar's Office website <http://louisville.edu/bursar/payment/plans>. Students are responsible for enrolling themselves in a payment plan and must abide by the pre-determined enrollment deadline and payment due dates.

Please note that students whose accounts are not paid by the established semester payment due dates may be subject to financial penalties such as a Bursar Registration Hold. Additional information about financial penalties can be found on the Bursar's Office website <http://louisville.edu/bursar/payment/pmtoptions>.

H. STUDENT SCHOLARSHIPS

The College of Arts and Sciences may have scholarship funding available. If applicable, scholarships are awarded to each program by the Manager of International Initiatives.

Scholarships are awarded to each student as needed and determined by the faculty member. The Unit Business Manager Intermediate for International Initiatives will post the scholarships through the Financial Aid portal after the faculty member has reported the specific amount awarded to each student participant.

I. TRAVEL INSURANCE

Faculty, staff, and students are required to purchase Cultural Insurance Services International (CISI) travel insurance coverage for international trips. The total cost of insurance must be included in the program budget and included in the program fee charged to students. If the cost of insurance is not included in the program fee, it will be deducted from scholarship funding.

A spreadsheet with the required information must be completed by the faculty member and submitted to the Unit Business Manager Intermediate for International Initiatives who will process the payment through the International Center. Once insurance has been paid and uploaded into the CISI system, each participant will receive an email with further instructions.

Faculty members should read CISI policy details found on the Office of Study Abroad and International Travel website <http://louisville.edu/studyabroad/resources/travel-insurance> and communicate CISI policy details to student participants.

J. FACULTY COMPENSATION

Faculty salary compensation is approved by her/his Department Chair and includes pre-approved academic and course required travel expenses. Where applicable, compensation must be listed on the faculty AWP for the semester the course is taught. Payments cannot be processed if the course and compensation are not approved through Faculty Affairs. Rates of pay for faculty are determined by the standard x-pay overload.

K. REPORT

All faculty must submit a report to the Manager of International Initiatives no later than 30 days after the end of the travel course. Additionally, we ask that faculty submit photos for use on the A&S website and in other promotional materials.

L. STUDENT EVALUATION

Online evaluation forms will be distributed to the student participants at the completion of the program. Results will be shared with faculty and their Department Chair to aid in future planning.

M. MARKETING AND RECRUITMENT

Program-specific marketing and the recruitment of students is one the primary responsibilities of the faculty leading the program. Faculty are responsible for providing the Manager of International Initiatives with flyers, brochures, and any other promotional materials to be used for marketing.

The Manager of International Initiatives will promote the program on the A&S study abroad program website and will post flyers and other promotional materials.

A. SUMMARY OF PROCEDURES

1. Submit request to Department Chair for approval of program proposal, proposed course, tentative program budget, and compensation at least 6 months prior to the intended course start date. Please note, the Manager of International Initiatives and the Unit Business Intermediate for International Initiatives are available to meet prior to this step to assist with the development and planning of the program.
2. Schedule meeting with Manager of International Initiatives to discuss the planning and implementation of the program.
3. Complete faculty international travel request forms <http://louisville.edu/studyabroad/facultyandstaff/out-of-country-travel-procedures> and submit to Unit Business Manager Intermediate for International Initiatives for processing. **December 15th is the deadline for submitting initial travel paperwork. All required paperwork for study abroad travel for faculty must be submitted no later than March 15.**
4. Submit finalized budget, course registration information, program brochures and/or flyers to Manager of International Initiatives.
5. Schedule meeting with Manager of International Initiatives and Unit Business Manager Intermediate for International Initiatives to discuss course registration, payment dates, and other details.
6. Begin recruitment process. The A&S Dean's Office will assist with recruitment by posting brochures and/or flyers and other information on the A&S Study Abroad website, in the Monday Memo, and other places.
7. Work with Unit Business Manager Intermediate for International Initiatives to arrange cash advances, payments to vendors, flight/hotel reservations and CISI travel insurance. Additionally, notify Unit Business Manager Intermediate for International Initiatives the exact amount of scholarship for each student and the date the scholarship should be posted to each student account.
8. Contact Manager of International Initiatives to confirm the exact date students will be enrolled in course(s). You will be notified when enrollment is complete. Updates on student payments will be provided upon request.
9. Schedule date for Manager of International Initiatives to visit your class and collect student travel forms. All student travel forms are due by March 15th.

10. Ensure that all travelers have purchased CISI travel insurance and have submitted any missing travel forms to Manager of International Initiatives before traveling. Submit a completed Personal Emergency Action Plan.
11. Submit program report to Manager of International Initiatives no later than 30 days after the end of your program.

Please note that a group trip is not considered approved by the University until all required documents have been completed and submitted to the International Center.

B. PROGRAM BUDGET TEMPLATE

REVENUE	
Program Fee	
TOTAL STUDENT FEES	\$0.00
<i>Additional sources of income</i>	
Departmental Scholarships	
TOTAL REVENUE	\$0.00

FIXED COSTS	
Group Costs	
Local Transportation	
Administrative fee to host institution	
Honorarium	
TOTAL FIXED GROUP COSTS	\$0.00
FIXED COST PER STUDENT	\$0.00

FACULTY COSTS	
International Airfare	
Per diem	
Lodging	
Meals	
TOTAL FIXED FACULTY COSTS	\$0.00

PER STUDENT EXPENSE	
International Airfare	
Tours	
Lodging	
Meals	
Travel Insurance	
TOTAL EXPENSE PER STUDENT	\$0.00
TOTAL PER STUDENT EXPENSES	\$0.00

C. GUIDELINES FOR STUDY ABROAD PROGRAM REPORT

This report is due 30 days after the end of program. Please address the following topics in the report.

1. Information on what worked this year, what didn't, and suggestions for next year.
2. Collaboration with host faculty and guest lecturers. Course related field work, cultural events, excursions, etc.
3. Information on pre-departure preparation and orientation.
4. Were you able to remain within your anticipated budget? What adjustments can be made to the budget to improve or reflect actual costs incurred?
5. Were there any health related incidents, accidents, serious illness, or emotional concerns?
6. Were there any behavioral issues? If so, how could such issues be avoided in the future?