

Study Abroad Program Development Faculty-Led Programs

Faculty Handbook

UB Study Abroad
University at Buffalo

CONTENTS

Introduction	3
Guidelines for Development of New Faculty-Led Programs.....	3
Proposals for New Study Abroad Programs.....	4
Program Director Responsibilities	6
Accompanying Family	7
Academics	8
Finances and Program Budget	8
Travel, Program Expenses and Reimbursement.....	10
Publicity and Recruitment.....	13
Student Applications and Admissions.....	14
Program Guide	14
Student Confirmation and Registration.....	15
Student Billing and Payments	15
Orientation.....	16
Travel Documents and Visa Requirements.....	16
Student Health Information.....	17
Health Insurance Requirements	17
Study Abroad Grades	18
Program Report.....	19
Student Evaluations	20
Emergency Protocol.....	20
Conclusion.....	21

INTRODUCTION

Study abroad enhances the undergraduate academic experience and complements the UB curriculum by allowing students to take courses not available at UB, improve language skills, gain a new perspective in their field of study, and expand their global awareness. It can also help prepare students for graduate school and give them a competitive edge in the job market. It is the mission of UB Study Abroad to provide excellent study abroad opportunities and the resources required for greater student participation.

Study abroad not only benefits students but contributes to the internationalization of the UB campus. Increasingly students come to UB looking to include study abroad as part of their university education. UB faculty play a crucial role in promoting study abroad by encouraging students to explore opportunities, assisting with the development of semester exchange programs, and leading short-term study abroad programs.

UB Study Abroad currently offers over 60 study abroad programs in 30 countries. These include semester and academic year exchange programs, faculty-led summer programs, and other short-term opportunities. Programs are available for undergraduate, graduate, and professional students. All programs are credit-bearing, either offering between 2 and 15 UB credits or contributing to the credit for an on-campus course (e.g. a faculty-led spring break experience as part of a spring semester course). The majority of programs are available to a range of majors but some have been tailored for a specific school or discipline. Please refer to www.buffalo.edu/studyabroad for a list of existing programs.

In addition, UB students can take advantage of another 800+ study abroad programs offered by other SUNY campuses. The SUNY study abroad offices work together as a consortium to bring the widest variety of offerings to SUNY students. A campus can elect to offer a program to all SUNY students or restrict it to home campus students. The SUNY study abroad consortium operates on a non-compete basis; therefore any proposed program that would directly compete with an existing program offered by another SUNY campus will not be approved. A current list of programs available to all SUNY students can be found at www.sunysystemabroad.com.

Students who study abroad on a UB or SUNY program will stay registered at UB, pay regular UB tuition, and remain eligible for financial aid. For UB and SUNY programs, credits transfer automatically. Study abroad courses can satisfy major, minor, and general education requirements with department approval.

GUIDELINES FOR DEVELOPMENT OF NEW FACULTY-LED PROGRAMS

Overseas academic programs at the University at Buffalo are facilitated and administered by Study Abroad Programs, which is part of the Office of International Education. Proposals for faculty-led study abroad programs should originate with faculty and carry the endorsement of the department chair. The Director of Study Abroad Programs welcomes early, informal consultation by faculty and units for

program planning, and encourages coordinated programming among departments.

The addition of new study abroad programs is dependent upon an analysis of several factors, including:

- academic content and quality of program
- level of curricular integration with UB academic programs
- how the program will contribute to the existing portfolio of UB study abroad programs (academically, geographically, etc.)
- effectiveness as an internationalizing and cross-cultural experience for participants
- clear evidence of potential student interest in the program/location
- feasibility of logistical arrangements
- provisions for the health, welfare and safety of program participants and faculty
- program cost per student
- likelihood that program will be financially viable (i.e. self-supporting)
- potential for program to become regular offering (not running only once)

POTENTIAL STUDENT INTEREST

The foundation of any successful study abroad program is a large base of qualified and interested potential participants. Study abroad is an investment and prospective students need to see how participation will contribute to their UB degree and further their academic and professional goals. Before proposing a new program, it is very important to evaluate the program from a student interest perspective and gauge the level of potential student interest.

- Does the proposed program complement current UB academic programs?
- Could students satisfy specific UB requirements with the program courses?
- Would the academic content and level of integration in the host country enhance the student's UB academic program and future academic or professional prospects?
- Is there student interest in the country or geographic region?

These are all key factors in being able to “sell” a program to students.

PROPOSALS FOR NEW STUDY ABROAD PROGRAMS

Faculty interested in proposing a new study abroad program are encouraged to meet with the Director

of Study Abroad Programs to discuss the intended proposal and timeline. Formal submission of a program proposal is required by completing the Study Abroad Program Proposal Form. Program proposals should be submitted as far in advance as possible; preferably no later than two full semesters before the program would begin (e.g. a summer program proposal should be submitted by September of the previous year). All new program proposals are reviewed by and subject to the approval of the Study Abroad Advisory Board.

The following timeline should be used as a guide for developing a new study abroad program. If you are interested in developing a program to be held during the fall and/or spring semester, please contact the Director of Study Abroad Programs to discuss your intended proposal and develop a timeline.

	Summer Program	Winter Intercession Program
Study Abroad Program Proposal submitted to Director of Study Abroad Programs	No later than September 1	No later than February 1
Program Review and Approval	Usually by October 1	Usually by March 1
Publicity and Recruitment Plan	By October 15	By March 15
Final budget figures due and Program Fee set	By October 31	By March 31
Program information developed for brochure and website	Early November	Early April
Implementation of Publicity and Recruitment Plan	Early November until Application Deadline	Early April until Application Deadline
Development of Program Guide	By March 1	By October 1
Program Viability Assessment (enough participants to run program?)	On Application Deadline	On Application Deadline
Pre-departure Orientation held	First reading day of spring semester	First reading day of fall semester

PROGRAM DIRECTOR RESPONSIBILITIES

The Program Director's responsibilities vary according to the specific design and location of the program. Typically, however, the responsibilities of the Program Director for any study abroad program include the following:

- recruitment and promotional activities for the program
- review of program applications with UB Study Abroad
- preparation of written materials for Program Guide
- pre-departure student orientation in Buffalo
- on-site orientation abroad
- administration of the program while abroad
- teaching at least one course
- 24-hour accessibility to participants during program
- communication with UB Study Abroad during program
- student evaluations of program
- submission of grades
- final report upon conclusion of program

While Program Directors are not expected to act *in loco parentis*, there is a heightened level of responsibility for the program participants when conducting a study abroad program. Program Directors are on-call for emergencies 24 hours per day throughout the program, and are there to provide support and assistance for non-academic needs of the students. Typical non-academic problems that may occur include homesickness, loss of passport, difficulty adapting to the local culture, etc.

All students are provided with a UB Study Abroad Handbook which outlines the rules and regulations for their participation in a UB study abroad program. Program Directors will be provided with a copy of this student handbook, and must act as the University at Buffalo representative to ensure adherence to these regulations.

The very nature of the Program Director's role often leads to a much closer (and often more rewarding) relationship between faculty and students than normally occurs during home campus courses.

WHAT PROGRAM DIRECTORS ARE NOT RESPONSIBLE FOR

The following are some of the many things which are not considered part of the Program Director's responsibilities:

- entertaining participants beyond class time and scheduled program activities
- escorting students through the host city or country beyond program activities
- providing replacements for items and/or money students have lost or had stolen (however, they are responsible for assisting students with completing a police report or similar procedure to attempt to reclaim their property)
- students' legal and/or personal problems which occur as the result of their violation of program rules as stated in the Program Guide and UB Study Abroad Handbook, including but not limited to the use of alcohol and controlled substances.

These items should serve as a guideline for Program Directors to help them determine the extent of their responsibilities while abroad. When in doubt, Program Directors are strongly encouraged to contact the Director of Study Abroad Programs for assistance with particular issues concerning responsibility and/or appropriate involvement.

ACCOMPANYING FAMILY

Program Directors can take family with them during a program if approved in advance by the Director of Study Abroad Programs. The following guidelines apply:

- UB will not cover any expenses for accompanying family.
- Family cannot in any way interfere with the smooth running of the program.
- Program Directors must always place their responsibilities to the program above any personal matters.
- Family can participate in program events and field trips only if space is available and if they pay for all related costs.
- Program Directors are required to travel with the group on all planned excursions, regardless of whether or not space is available for family members.

While it is possible for Program Directors to take along family, many past Program Directors would strongly recommend against this practice, particularly concerning young children. Some have found that they simply did not have enough energy to keep up with the program responsibilities and the usual level of activity expected by their family.

ACADEMICS

The academic content is the core of a study abroad program. As stated previously, study abroad programs should complement and enhance UB academic programs. Program courses should be designed to meet department requirements and not provide general elective credit only. The academic content of study abroad program courses should be similar to that of home campus courses, but should also utilize the resources unique to the program site as much as possible. Courses can also include preparatory work prior to the program and/or follow-up work upon return to UB.

When creating a course proposal for a study abroad program, consider the following:

- Will the program be open to students of a particular major, or open to all?
- What type of work will the students undertake?
- How will you incorporate aspects of the host culture and environment?
- If both undergraduate and graduate students may take the same course, how will each be assessed?
- Is this course equivalent to a course already offered at UB?
- Can this course serve to fulfill general education, major and/or minor requirements?
- Are there language/academic requirements participants must meet?

Study abroad courses must have the same total contact hours as a normal course in Buffalo. Due to the unique nature of study abroad courses, field trips and other course-related activities can be included in the contact time. A course syllabus must be included with the Study Abroad Program Proposal for every course that will be taught on the study abroad program. Additionally, learning outcomes for each study abroad program should be provided to the Director of Study Abroad Programs at the time of program proposal.

Summer study abroad programs may offer 3 or more credits. When possible, we encourage a minimum of 6 credits because students must be registered for at least 6 credits to qualify for financial aid during the summer sessions. Please note that this requires the program to offer two courses. The Program Director can either teach the second course or identify a qualified local instructor to teach the course.

FINANCES AND PROGRAM BUDGET

One of the greatest myths inhibiting study abroad participation is that study abroad programs are too expensive for the average student, especially for those who rely on financial aid. This can result in a significant barrier (whether perceived or real) to study abroad. When developing study abroad programs, our goal is to provide an excellent academic experience abroad at an affordable price.

For UB and SUNY programs, students remain registered at UB and can utilize financial aid. Participants can also apply for study abroad scholarships offered by UB Study Abroad, other UB departments, and external sources. These are competitive partial scholarships meant to assist students in covering study abroad expenses (no scholarship will cover all expenses). Study abroad scholarships are not guaranteed and students should plan their budget without relying on competitive scholarships.

GUIDING PRINCIPLES

There are two main guiding principles for budgeting a study abroad program:

- UB study abroad programs are not-for-profit academic programs. The goal of a program budget is to have the program break even; it is not intended to generate any surplus revenues, or revenues that are to be returned or shared with an individual faculty leader or his/her academic department.
- UB study abroad programs must be self-supporting.

PROGRAM BUDGET

The Study Abroad Program Proposal Form includes a **budget worksheet** to assist Program Directors in developing a budget for the program proposal. All reasonable and allowable costs should be included. Costs must be estimated as accurately as possible and based on solicited preliminary quotes or background research.

Program proposals and budgets must be approved by a faculty member's Chair, and in some cases by the cognizant Dean's office, in accordance with the approval process of each particular unit. The faculty leader's budget proposal will then be reviewed by UB Study Abroad to ensure the budget falls within applicable guidelines. Once the budget is finalized with UB Study Abroad, it will be used to determine the Program Fee charged to student participants.

The **Program Fee** includes tuition, according to prevailing SUNY tuition rates, and program costs as defined by each program. Costs that are included and excluded within the Program Fee must be stated clearly when the program is presented to students. The Program Fee (including tuition) is normally the same for all students participating in the program, regardless of whether they are undergraduates or graduates. There may be an exception to this rule if a student is classified by the university as a non-resident for tuition purposes. Students must pay a minimum of the cost of his/her tuition at standard SUNY tuition rates (i.e. they must pay their regular tuition for the program credits even if the program fee is less than this amount).

Program fees typically **cover** costs for faculty salaries or release time; honoraria for non-UB lecturers; faculty air fare, lodging and meals; classroom space; student lodging; cultural events and activities; and any special supplies that will be required.

Program fees typically **do not cover** student air fare, student passport and visa costs, student meals, and

personal expenses.

Faculty salaries (or salary offset returned to home academic departments in the case in which faculty lead programs while on departmental payroll), are set according to established salary scales. A faculty member (or Dean's office, in the case in which faculty are being released from departmental duties) may volunteer to reduce the salary below this scale, but the compensation will not exceed this level.

Various fees, funds handling and transaction costs will be added to the program budget by UB Study Abroad. These include benefits assessed on UB faculty salaries (approximately 48% of salary); Study Abroad fees of \$100-\$600 per student (depending on category of program); and university funds and overseas account transaction fees of approximately 10-13%.

The UB Study Abroad office will finalize and approve all program budgets. Prior to finalizing and announcing any program fee, the Program Director will be provided with a summary of costs that are included in the overseas program budget, as well as the budget for program leader and program assistant salaries and airfare. The Program Director will be asked to provide written confirmation of their agreement with the budget items. Once the program fee is announced to students, it is fixed and cannot be varied.

Programs are budgeted using *estimates* of student enrollment. Once a program's enrollment is *finalized*, the Program Director is provided with a *pre-departure* budget, which shows the funds available for each of the overseas expenditure items, with those costs which vary on a per-participant basis adjusted by the final enrollment figures. The UB Study Abroad office will work with the Program Director to determine which costs are to be paid directly to the provider (i.e. via wire transfer), as well as which costs are to be covered via a travel advance (if any) that is to be made to the Program Director. This information is noted in the pre-departure budget provided to the Program Director.

UB Study Abroad will minimize the Program Director's responsibilities for financial reporting as much as possible. However, Program Directors are required to provide receipts and documentation to itemize on-site costs paid from the travel advance.

TRAVEL, PROGRAM EXPENSES AND REIMBURSEMENT

PROGRAM DIRECTOR TRAVEL

Due to recent changes in University travel regulations there are some changes from practices followed in past semesters.

Airfare booking procedures for study abroad are not necessarily the same as they are for travel funded through other departments and under other funding sources.

Faculty airfare (for Study Abroad program purposes) is to be booked by the individual, and must be economy (coach) airfare. We strongly recommend the individual consult with study abroad in advance of purchasing the ticket to ensure that the ticket is fully reimbursable.

Advance funds to cover airfare expenses are available upon request by contacting Study Abroad. Advance funds are normally available within 2-3 weeks of submitting a complete request along with itinerary and proof of payment. If an advance **is not** requested, then airfare is reimbursed after the conclusion of the trip with the submission of an itinerary, proof of payment, and boarding passes.

Program Directors are required to keep all boarding passes and submit them to UB Study Abroad upon return as proof of travel. This is required by the State of New York.

Program Directors are expected to fly as inexpensively as possible (i.e. coach class) roundtrip from Buffalo to the program destination for the dates of the program. With approval from the Director of Study Abroad Programs, Program Directors may opt to incorporate some personal travel or deviate from the usual travel routes. If the fares for such travel exceed the usual roundtrip fares from Buffalo for the dates of the program, the Program Director will be required to cover the difference.

PROGRAM EXPENSES

Program Directors will discuss their individual program budget and payment details with the Director of Study Abroad Programs during the program development process. The following is intended to give Program Directors some background on different available procedures.

- **Invoices:** The most convenient way for program costs to be paid is to have an original invoice sent to UB Study Abroad, and we will pay directly via check or wire transfer. An original invoice must be received by mail (fax or email copies will help us to start the payment process, but funds cannot be released until an original is received by mail).
- **Travel Advance:** In some cases, the Program Director will need a travel advance to cover incidental expenses (e.g. local transport, entry fees, etc.). The Program Director and the Director of Study Abroad Programs should identify those items in the budget which will need to be advanced when developing the program. Funds must be requested at least one month prior to departure. See below for required receipt and documentation procedures for a travel advance.
- **Reimbursement:** Program Directors normally pay for their own expenditures on-site and submit receipts for reimbursement upon return.

PROGRAM ADVANCE AND REIMBURSEMENT PROCEDURES

A program advance is an advance of funds which has been budgeted to cover overseas program expenses and may include the following categories.

Program Director Expenses: Lodging, meals and incidentals, ground transportation (which includes taxi, car or truck or bicycle rental, and gas receipts), miscellaneous expenses, supplies, photocopying, etc.

Student/Program Expenses: Student activities including field trips, cultural activities, lodging, student transportation for program, classroom rentals, etc.

Allocation of funds for program advance:

I. Program Director Expenses:	
Airfare	100%
Lodging	80% -100%
Meals	80%
Local transportation	80%
Supplies & miscellaneous expenses	80%
Meeting expenses	80%-100%
II. Student/Program Expenses:	
Cultural events, field trips, lodging, classroom rental	100%

Upon return, the Program Director is entitled to the 20% balance left over from the advance given for meals, with the exception of meals provided at sponsored or hosted dinners or breakfasts. Lodging expenses are at actual cost depending on the receipted amount. Transportation, supplies, miscellaneous, photocopying and other related expenses are also dependent on actual costs; receipts must be submitted for the advance amount for these expenditures, and any reimbursement due over and above the 80% of funds that were initially advanced.

Documentation of Expenses:

At the end of the program, expenses must be documented by the Program Director. All receipts and an accounting of expenditures must be turned into UB Study Abroad within two weeks of the end of the program.

Documentation is required for all lodging expenses (directors and students), airfare (boarding passes), all ground transportation, meeting expenses, supplies, miscellaneous expenses, classroom rental, student transportation, field trips and cultural activities (tickets, passes), and student meals (if funds are given to students or a meal is provided by the Program Director).

All receipts should be converted to US currency. An expense sheet must be created with the local cost, the conversion rate and the US dollar amount for each receipt. If expenses are turned in which have not been converted to US dollar amounts, an online converter will be used which may result in a loss in dollar value (due to the conversion rate used by the online converter) and subsequent reduction in the anticipated amount of documented expenses for the program advance funds and any reimbursement that is due.

If receipts and documentation are not received for the program advance, it will be reported as income and a 1099 will be issued by UB at the end of the calendar year. **Program Directors who fail to submit receipts will not be permitted to lead another study abroad program.**

PUBLICITY AND RECRUITMENT

Publicity and recruitment are vital to the success of any study abroad program. Program Directors work cooperatively with UB Study Abroad to develop and implement a publicity and recruitment plan.

While it is possible to open the program to other SUNY and non-SUNY students, the majority of the participants should be UB students. The primary reason for UB to offer overseas academic programs is to benefit UB students. Non-UB participants should be considered as extra participants and cannot be relied upon to fill a program. Therefore the bulk of the recruitment effort must be undertaken with UB students.

Publicity and recruitment plans generally include the following:

UB Study Abroad Website

UB Study Abroad has an extensive website (www.buffalo.edu/studyabroad) with a list of programs and program information. The program will be posted to this website by UB Study Abroad. Program Directors are also strongly encouraged to have a link on their department website to announce the program and link to the UB Study Abroad website.

Program Brochure

The brochure is designed to provide potential applicants with detailed information concerning the program's location, academic courses, field trips, costs, dates and how to obtain further information. The Program Director and Study Abroad Programs work cooperatively to develop the brochure content.

Classroom Visits

The most effective recruitment method is for the Program Director to make brief classroom visits in relevant courses. Your enthusiasm and knowledge of the program cannot be surpassed in gaining students' interest. Program Directors who make the effort to conduct as many class visits as possible always result in greater numbers of applicants. Classroom visits should be conducted in both the fall and spring semesters for summer and winter intersession programs.

Faculty Contacts

Program Directors can also ask fellow UB faculty members to promote the program to their students. Faculty members at other institutions should be included as well if the program is open to non-UB students. The Program Director should contact each faculty member to request their assistance in promoting their study abroad program. Brochures and applications should be sent as soon as they are available.

Information Sessions

At least one program information session should be held prior to the application deadline. The sessions usually last for 30 minutes to an hour, and can be conducted jointly by the Program Director and the UB Study Abroad office. Information sessions offer interested students the opportunity to learn more about the program in an informal setting. Program Directors are encouraged to use multimedia presentations to share photos, websites, videos, etc. with the prospective students to give them a visual sense of the program. If the program has run before, the Program Director is encouraged to recruit past participants to talk with students about their own experience. UB Study Abroad staff can be available to answer administrative and procedural questions about the application and program participation.

General Campus Publicity

The UB Study Abroad office will include the program in general outreach efforts, such as creating and posting brochures on campus, featuring the program on social media sites, and promoting the program to students who visit the office and attend general study abroad information sessions and events.

Handling Information Requests

UB Study Abroad handles all inquiries relating to study abroad programs. The program brochure, website, and all promotional materials will list our office as the source for further information for any study abroad program. Program applications are available online. Most questions concerning study abroad programs are answered by UB Study Abroad staff. Occasionally a specific question may be referred to the Program Director.

STUDENT APPLICATIONS AND ADMISSIONS

Once a new faculty-led program is approved, UB Study Abroad creates the program in our online application management system and website. The application typically includes standard demographic information for each student, a personal statement, one academic reference, college transcript(s), and a passport photocopy. The Program Director and the Director of Study Abroad Programs will determine if changes to the standard application need to be made, such as requiring additional academic references or requiring any supplementary materials.

For all programs, applications are submitted online by the applicants through the UB Study Abroad website. The Program Director and the Director of Study Abroad Programs will determine the application deadline, as well as whether applications will be reviewed on a rolling basis. The preferred deadline for summer programs is March 1st. The preferred deadline for winter programs is October 1st.

A procedure for the review of complete applications will be established by the Program Director and the Director of Study Abroad Programs upon approval of the program by UB Study Abroad.

PROGRAM GUIDE

The Program Guide is created jointly by the Program Director and Study Abroad Programs. It is a comprehensive guide describing all aspects of the program and is provided to accepted students with

their acceptance materials. The UB Study Abroad office prepares the UB Study Abroad Handbook which includes general study abroad policies and procedures and is meant to supplement the Program Guide.

Topics usually include (but are not limited to) the items listed below. Additional sections may be added as appropriate for different programs.

- Background on location, history, etc.
- Academic Program
- Program Itinerary
- Accommodations
- Getting Around
- Arrival Instructions
- Packing Advice for Program Location
- Health/Safety/Cultural Tips for Program Location

Sample program guides can be provided to Program Directors for reference while preparing text for a new guide.

STUDENT CONFIRMATION AND REGISTRATION

When students are accepted to a study abroad program, they receive electronic notification of acceptance from UB Study Abroad Programs including an acceptance letter, cost information, UB Study Abroad Handbook, Program Guide (if applicable), and acceptance materials. The acceptance materials include confirmation of participation through payment of a program deposit, health forms, waiver and release form, and emergency contact information. Confirmation deadlines are typically two weeks from the date of acceptance.

UB Study Abroad will typically register confirmed students for study abroad with an OPR course registration for the number of program credits. This OPR course serves as a placeholder until the program is complete and grades are submitted to UB Study Abroad by the Program Director. Students who study abroad are subject to regular UB academic policies and will earn the associated program credits upon successful completion of the program.

STUDENT BILLING AND PAYMENTS

Accepted students are required to pay a non-refundable program deposit (typically \$325) to UB Study Abroad to confirm their participation. This deposit is applied to the program fee. Students are then billed for the balance of the program fee by UB Study Abroad on their normal UB student accounts.

Students may also be billed for any associated UB fees, such as the transcript fee, or any UB student medical insurance costs via their student accounts. Students who receive scholarship support from the Office of International Education/Study Abroad Programs will have their student accounts credited for the value of the associated scholarship.

Electronic bills will be generated by Student Accounts according to the normal billing schedule and payment will be required according to the normal payment procedures and deadlines.

ORIENTATION

Orientation sessions serve to provide program participants with detailed information. The more information provided during an orientation, the more accurate the students' expectations will be, and the fewer problems that will arise while abroad.

Orientation sessions should be provided both in the United States prior to departure, and on site on the first day of the program. If non-UB students cannot attend an orientation in Buffalo, pre-departure orientation materials should be prepared and sent to them.

Pre-departure Orientation Sessions

UB Study Abroad conducts a general pre-departure orientation on campus during the semester preceding departure (generally held on the first reading day of exam week). This orientation covers general information relevant to all students studying abroad, including policies and procedures, health and safety, financial aid, health insurance, and general travel tips. As part of this orientation, the Program Director is expected to meet with their students during the time allotted for program break-out sessions. This is an opportunity for the participants to get to know the Program Director, receive detailed program information, and ask specific questions about the program.

On-site Orientation

It is vital to conduct an on-site orientation immediately upon arrival abroad. The first issue that needs to be addressed by the Program Director is ensuring that all participants arrived safely, and contacting the UB Study Abroad office concerning anyone who is missing. The second issue that must be covered is safety, which can never be stressed too much. The remainder of the on-site orientation session should give students an overview of the program and what to expect (duplication of the pre-departure orientation is acceptable) and time for the students to ask questions and advice concerning their new surroundings. Program Directors should also outline their expectations for student conduct throughout the program, in both academic and non-academic settings.

TRAVEL DOCUMENTS AND VISA REQUIREMENTS

The UB Study Abroad office will assist in determining the need for program participants to obtain travel documents and/or visas, as well as any required immunizations for travel to specific locations.

Students who are accepted into study abroad programs are notified by UB Study Abroad of any entry

requirements for the program location(s), and are given assistance in obtaining the necessary visa. Depending on the location, UB Study Abroad may work with the students to apply for visas on their behalf, or provide the student with detailed instructions on how to apply for their visa directly through a consulate or visa agent.

UB Study Abroad will also assist the Program Director with any required visas for the program.

Please note that all Program Directors and student participants are responsible for having a passport for international travel that will be valid for six months beyond the end of the program. Applications and renewal forms are available from the US State Department website at <http://travel.state.gov/passport/> and from the Passport Office in the UB Law Library in 211 O’Brian Hall (<http://law.lib.buffalo.edu/services/passport.asp>).

STUDENT HEALTH INFORMATION

UB Study Abroad requires every study abroad participant to submit a health form completed by the student and (if necessary) a medical practitioner. This health form provides our office with information concerning the general health of the student and their physical ability to travel abroad. Program Directors will be provided with copies of this form and will be notified by UB Study Abroad if any participants have a medical condition or history which may affect them while abroad.

Please note that not all previous medical conditions are reported on this form, particularly if the student has the form completed by someone other than their primary care physician, such as the on-campus physician at the student health center. In these situations the evaluating physician must rely upon the historical medical information provided by the student.

HEALTH INSURANCE REQUIREMENTS

SUNY requires all study abroad participants to be covered by adequate medical insurance while abroad, including medical evacuation and repatriation coverage. The UB Student Medical Insurance office is responsible for ensuring that all students are adequately covered. UB Study Abroad provides a list of participants to the Student Medical Insurance office. The Student Medical Insurance office then sends each participant information concerning the health insurance requirements, including waiver and enrollment forms. Students who fail to submit the required insurance paperwork prior to departure will be automatically enrolled in the SUNY international medical insurance policy.

Please note that the information below is provided for your information as a potential Program Director. It is important that you understand the health insurance requirements for participants, as this information will be vital in the event of an emergency abroad.

There are 3 ways to be considered “adequately insured” for a UB study abroad program:

1. If the student has the UB domestic insurance plan, they may use this student insurance overseas

and be considered adequately insured by purchasing the MEDEX rider for Medical Evacuation and Repatriation coverage (described below).

2. If the student has private insurance (or student insurance from another school) that will cover them while abroad, they can use their private or school insurance overseas and be considered adequately covered by purchasing the MEDEX rider for Medical Evacuation and Repatriation coverage.
3. If the student has private insurance that *does not* adequately cover them while abroad, they can purchase the SUNY international medical insurance policy, which includes MEDEX for Medical Evacuation and Repatriation coverage.

Medical evacuation benefits provide coverage for expenses incurred should an illness require the individuals to be moved to another country in the event that the individual cannot be adequately treated in their host country. Repatriation benefits cover expenses of returning the remains to the family in the event of a death abroad.

It is mandatory for all Study Abroad participants to carry medical evacuation and repatriation coverage. *Most domestic plans do not include this type of coverage.* SUNY offers participants the MEDEX Medical Evacuation and Repatriation insurance rider to meet this requirement.

UB Study Abroad arranges for enrollment of all Program Directors in the MEDEX Medical Evacuation and Repatriation insurance rider for the duration of the study abroad program. The cost of this insurance rider is included into the program budget.

In the event of an emergency abroad, the Program Director will provide support and assistance for affected students. This may include advising students on how to submit a claim to have their medical expenses reimbursed, particularly if the student purchases insurance from UB.

STUDY ABROAD GRADES

When students confirm their participation, UB Study Abroad will register them for study abroad with an OPR course code. This serves as a placeholder course. At the end of the program, the Program Director is required to submit a grade report to the Director of Study Abroad Programs. The report must include the students' names and the course title, number of credits, and grade for each course taken. If any course is taught by local instructors, the Program Director must obtain the grades and include these in their grade report.

INCOMPLETE GRADES: Program Directors may, at their discretion, award grades of Incomplete. If this is done, the student's name must still appear on the grade report memo, indicating the course name and credits, that the student will receive an incomplete, and also indicating the grade the incomplete should be changed to if the student never completes the course (e.g. "I/C-"). If only a grade of "I" is submitted, it will automatically change to an "F" after the time designated by the Registrar.

PASS/FAIL GRADES: Program Directors may, at their discretion, allow participants to take a course in a study abroad program for a pass/fail grade. All students wishing to take courses pass/fail must submit a request in writing for the approval of the Program Director prior to the beginning of the program. Program Directors must then submit the student's request, with a notation of approval and date of approval, to the Director of Study Abroad Programs. PLEASE NOTE: Pass/Fail grades on study abroad programs CANNOT be changed at a later date back to a letter grade.

Upon receipt of the grade report, UB Study Abroad prepares a Study Abroad Transcript Supplement for each participant. The Study Abroad Transcript Supplements are processed as follows:

UB Students	Study Abroad Transcript Supplement is sent to Academic Processing. Courses and a study abroad notation will appear on student's UB record. All grades are reported, and count in the student's GPA.
SUNY Students	Study Abroad Transcript Supplement is sent to the Study Abroad office at the student's home SUNY campus, and is processed according to campus procedures.
Non-SUNY Students	Study Abroad Transcript Supplement is sent to Academic Processing. Courses and a study abroad notation will appear on student's UB record. An official UB transcript is sent to the student's home institution.

PROGRAM REPORT

At the end of the program, a final report must be prepared by the Program Director and submitted to the Director of Study Abroad Programs within one month of the end of the program. The report should:

- give a summary of all program activities in chronological order, including dates (of arrival, of field trips, guest speakers, etc.), and the general daily schedule (e.g. "classes were held each morning from 9 - 11, followed by a lunch break, and resumed from 1 - 4 in the afternoon"). Detailed descriptions of each daily event are not necessary.
- include (as appendices) detailed course descriptions for all courses offered through the program. Each description should indicate course title, level (undergraduate, graduate, etc.), number of credits, prerequisites, description of academic content, description of course requirements and method of evaluation.
- provide a list of all faculty members teaching in the program (including title and institution), as well as a list of all guest speakers (including occupation and organization, if applicable).
- highlight any problems that occurred, including pre-departure (application process, admission process, orientation, etc.), on site, and upon conclusion of the program, as well as

recommendations on how to avoid similar problems in the future.

- include a list of recommendations for the future of the program: both things that worked well that should be repeated, as well as things that should be altered or eliminated.

The Program Director's Report should provide enough information about the program to enable the reader to ascertain the structure and content of the overseas program. It should be evaluative in nature, so that it may be used as a tool when/if the program is offered in the future, whether by the original Program Director or by a new faculty member previously unfamiliar with the program.

Sample program reports are available upon request from the Director of Study Abroad Programs.

STUDENT EVALUATIONS

Student evaluations of study abroad programs are an invaluable tool for the Program Director, UB Study Abroad, and prospective program participants. The evaluation itself can take on very different forms. However, the open-ended questionnaire usually provides the most useful data for all concerned.

The Study Abroad Programs Office will send students an electronic evaluation of the program shortly after their return from abroad. Results of the evaluation will be shared with Program Directors individually. If you choose to create an additional assessment tool to evaluate your program, an evaluation should ask students to comment on:

- academic program
- pre-departure, travel, and on-site aspects
- overall reflection on the experience
- suggestions for improvements
- interest in being a contact for future prospective participants

On-site evaluations are absolutely the best and most effective method to ensure a high rate of return. The primary drawback to on-site evaluations is that students will not have the ability to reflect fully on the overall experience and how it has affected them, as this often only becomes clear after the passage of time. Nevertheless, on-site evaluation forms are **strongly** encouraged.

Please share any evaluations that you solicit with the Director of Study Abroad Programs immediately upon return.

EMERGENCY PROTOCOL

In the event of an emergency during a study abroad program, the Program Director must contact the Director of Study Abroad Programs immediately to inform the Director of the situation and discuss what

action must be taken. A list of 24-hour contact information for UB Study Abroad and International Education staff will be provided to the Program Director prior to departure.

The University at Buffalo has established protocols to follow in the event of an emergency abroad.

CONCLUSION

UB Study Abroad is keen to work with faculty members in the development and promotion of all study abroad programs. The Director of Study Abroad Programs welcomes interest from faculty and is happy to answer any questions or concerns.

Contact for further information and questions:

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