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Procedure Summary

Texas A&M University-Central Texas (A&M-Central Texas) is supportive of international education opportunities such as Study Abroad, but also recognizes that the safety of its students is of utmost importance. Planning a Study Abroad program involves a high level of logistical support and emergency response preparation. The Texas A&M System and State of Texas travel regulations, and the Texas Higher Education Coordinating Board Standards for New Out-of-State and Out-of-Country Courses guide the development and implementation of Study Abroad programs at A&M-Central Texas.

Procedures

1. RESPONSIBILITIES

- 1.1 Academic Support Programs (ASP) are the primary resource for Study Abroad administration at A&M-Central Texas and will: assist with program proposals, marketing plans and materials, provide logistical support, collect and manage student information, ensure all participants purchase travel insurance, manage International Education Fee (IEF) Scholarship, and conduct a pre-departure safety orientation.
- 1.2 Program Leaders are faculty and/or staff who are leading the Study Abroad program. They will: follow the Faculty-Led Program Guidelines Manual in developing a program proposal, promote program to students, create travel plans, attend pre-departure orientations, and submit a post travel program evaluation to students.
- 1.3 Academic Colleges will approve Faculty-Led Proposals through the approved chain of command, approve budgets for programs, teaching assignments and course offerings, and coordinate with the Registrar's Office to establish the course in the schedule.
- 1.4 Academic Affairs will register the course with THECB and ensure compliance with all academic related policies and regulations.
- 1.5 The Office of Risk Management will coordinate the Crisis Management plan, approve and maintain the Emergency Response Plan, register group with the U.S. State Department, and initiate the status of export control. The Institutional Officer (IO) will approve all export control requests, including those in study

abroad.

- 1.6 The Business Office will establish pay accounts for each program and collect student payments for programs.
- 1.7 The Office of the Provost will help create the vision for Education Abroad and will provide final approval on all program proposals.
- 1.8 The Office of the President will approve/disapprove of Graduate travel requests to At-Risk Travel Countries.

2. PROCEDURES

- 2.1 Program Leaders will use the timeline and procedures established in the Faculty-Led Program Guidelines Manual to guide the development of a Study Abroad program.

3. GUIDELINES

- 3.1 A faculty member's primary responsibility is providing a safe, rich, and rigorous learning experience for the students enrolled in the study abroad course. A partner or content experts are allowed one guest, at the expense of the individual, if approved by the Provost and the IO for export control requests.
- 3.2 All student deposits will be made into an account created by the Business Office. The Program Leader(s) and Assistant Director of Academic Support will manage these funds to pay vendors as needed.
- 3.3 The Office of Academic Support and Academic Affairs will develop additional procedures to ensure the effective delivery of study abroad, safety of university members, and compliance with system, state, and national guidelines.
- 3.4 A current faculty, student or staff so interested may audit faculty-led study abroad programs/courses provided space and required instructional equipment are available at the discretion of the faculty program sponsors. No credit is granted, no examinations are required, and no grades are reported for an auditing non-student participant. Attendance requirements, class preparation, and class participation are at the discretion of the instructor. Submission of a completed Course Audit Request Form and payment of required fees must occur prior to the registration deadline. Required fees include the audit fee and applicable study abroad program related fees (i.e. airline tickets, lodging, etc.) as determined by the approved faculty led proposal. Fees associated with a study abroad program/course audit are nonrefundable unless the institution denies the audit request. All individuals who audit Study Abroad must abide by export control review procedures

3.5 Faculty are expected to abide by all System Ethics guidelines in transactions with vendors and potential vendors, as well as [University Rule 31.05.01.D1 Faculty Consulting, External Professional Employment, and Conflicts of Interest.](#)

Related Statutes, Policies, or Requirements

[System Policy 13.04 Student Travel](#)

[University Rule 13.04.99.D1 Student Travel](#)

Contact Office

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