

Auburn University
Office of International Education

POLICY AND PRACTICES MANUAL FOR FACULTY DIRECTORS OF AUBURN ABROAD PROGRAMS

Version 1.0

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Preface

Auburn University established the Office of International Programs in 1985 to fulfill the University's mission of internationalizing the Auburn campus. Among the duties assigned to the Office of International Programs, renamed the Office of International Education (OIE) in 2001, was the expansion of faculty-led study abroad programs and international internship opportunities for Auburn students. The OIE, through its Auburn Abroad office, works with faculty members to implement abroad programs that earn students University-approved academic credit.

An Auburn Abroad study or internship program can be one of the most rewarding components of a student's academic experience. Faculty members leading an abroad program, while taking on a special set of responsibilities and challenges, have an extraordinarily positive effect on the lives of student participants. Auburn is committed to creating abroad programs with appropriate academic content, faculty leadership, safe housing, transportation, and appropriate resources to respond to emergencies. Faculty members planning to lead these programs need to be prepared to accept and deal with the challenges of being abroad, the resources they have access to, and the extent and limitations of their responsibilities. The following policies and procedures, reviewed and edited by faculty directors and administrators, provide guidance to faculty members chosen to lead programs abroad.

This policy document will become effective as of the notification date published in *AU Daily*, the faculty e-mail newsletter. Revisions will be placed on the OIE's Auburn Abroad website with notifications listed in *AU Daily* and the Auburn international newsletter.

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1.0 STARTING AN AUBURN ABROAD PROGRAM

1.1 Need for collaboration

Faculty directors and their college administrators must work in collaboration with the Office of International Education's Auburn Abroad staff (OIE AUAB), the Office of Risk Management, emergency response team, and the Auburn Business Office to deliver the highest-quality program to reach the largest audience of prospective and current students, ensure proper course credentialing, provide safety and health training, and offer effective crisis management in the event of an emergency. Since there are individual and shared responsibilities, faculty directors, Auburn Abroad staff, and the above-listed offices must work closely together via constant communication and advance planning.

1.2 Types of Auburn Abroad (AUAB) enrollment

1.2.1 Standard AUAB enrollment

The standard enrollment is used by a majority of Auburn abroad programs. With a standard enrollment, students pay the Auburn Abroad fee in lieu of tuition and maintain their full-time student status while abroad. Most schools and colleges assess specific program fees in addition to the Auburn Abroad fee.

Students do not enroll themselves in courses the semester they are abroad. Students turn in an Auburn Abroad package to their faculty director, who in turn provides a copy to OIE. The OIE then enrolls students in an Auburn Abroad course, indicating that the student has full-time status while abroad, and in MEDEX medical emergency and evacuation insurance.

1.2.2 Embedded AUAB enrollment

The embedded option is used by few programs, typically externships or short travel programs lasting one to two weeks in the middle of a semester. The student registers for a regular Auburn class and pays full tuition. Students also submit to their faculty director an Auburn Abroad package with no courses listed on Form B. The word "embedded" is listed in the course section. The director in turn submits a copy to the OIE, which enrolls students in a "no-fee Auburn Abroad course." The advantage of an embedded program is that the course is distinctly marked on a student's official University transcript as a study abroad course alongside the other courses the student is taking that semester. In addition, the embedded option gets the student enrolled in MEDEX medical emergency and evacuation insurance.

1.3 Approval for a NEW program:

Both the dean and department chair of the academic unit initiating a new study abroad program must approve the program by signing the Program Planning Approval/ Review Form (found on the OIE AUAB website). While completion of this form is often initiated by a faculty member

interested in leading a program, a department chair may also initiate this step and appoint a qualified faculty director to lead it.

NOTE: Auburn-sponsored programs will only be offered in countries where the United States has official relations: any exceptions must be approved by the Dean of the sponsoring school or college, the provost, and the Auburn president.

The purpose of the Program Planning Approval/ Review Form is to ensure that department chairs and deans approve their corresponding abroad programs, that these programs fit their specific strategic goal, and their department or college has the resources to support these programs.

A copy of this completed and signed form must be sent to OIE AUAB to begin the process of assigning Auburn resources to develop this program. The OIE AUAB will consult both the Office of Risk Management and the Auburn Business Office to address liability, vendor requirements, and account set-up issues.

NOTE: Auburn University policy does not allow study abroad in countries that are under a U.S. Department of State travel warning.

Once approved, programs do not need subsequent or annual approval unless they change academic area or geographic area.

1.4 Approval to change an EXISTING program

An existing program that changes geographic location or significant academic content becomes a new program and a new Program Planning Approval/Review Form should be completed by the faculty member directing the program, signed by his or her dean, and submitted to OIE AUAB. An example of this situation would be a language program that starts offering business courses in an area where a business program already exists.

1.5 Deadlines

New Program Approval:

Program Planning Approval/Review Forms should be completed and approved by the dean of the college sponsoring the program and submitted to OIE AUAB 12–18 months before departure due to the time needed for contracting, risk assessment, etc. However, submitting the form two to three years is not uncommon.

Existing Programs with Changes

Program Planning/Review Forms should be submitted to the OIE AUAB at least nine months before the departure date.

1.6 Courses that overlap or interfere with each other

Information on all faculty-led programs abroad is submitted regularly to the deans and the provost to ensure that programs abroad do not overlap in academic content within a geographic area and cannibalize each other's recruiting efforts. Any questions about programs and overlapping objectives will be handled at the dean's level. This applies to faculty-initiated programs only.

Students may independently choose to go on non-Auburn faculty-led affiliate study abroad programs that may be geographically located in the same vicinity as an Auburn faculty-led program, though department chairs have the authority to approve or deny academic credit to students for these programs. There are more than 10,000 affiliate programs; Auburn has affiliate agreements, offering scholarships, with less than 25 of these programs.

1.7 Program termination or cancellation

The University, through the academic dean or president, reserves the right to discontinue abroad programs at any time before or after departure. There could be many reasons for cancellation, including insufficient enrollment or a travel warning designation by the U.S. Department of State.

1.8 Timing of activities needed to develop a program

There are several administrative tasks required for all study abroad programs. A suggested sequence and timing of these tasks are provided in Appendix A on the program task calendars. Faculty directors should review the appropriate task list and plan accordingly. The calendars include general guidelines and can be amended to include activities specific to each program. Each semester has a particular time-frame issues:

- **Fall semester issues:** Football season is a tough competitor when it comes to recruiting for fall programs, even though students can stream games from most international locations. Immigration visas are usually required and must be sent in 90 days before departure due to the length of these fall programs. Immigration paperwork should be turned in during the summer, when most students are not on campus. Other academic and logistics activities must be completed by April, which is much earlier than other programs due to the summer hiatus. However, fall is a great time to be abroad, as it is typically less crowded.
- **Spring semester issues:** Recruiting starts the February before the next year's spring departure and is interrupted by the summer. Students must be re-recruited in mid-August and accepted in early September. Immigration visas are usually required for these programs and should be sent in 90 days before the program start date. For programs starting in February, this may mean that the consulate has possession of student visas over the winter holidays; students need to be aware of this. However, spring is a great time for festivals abroad.

- **Spring Break issues:** The paperwork, time frame, and challenges are the same as for the spring semester. However, students rarely need immigration visas, and since they are enrolled in courses on campus already, they will be enrolled in AUAB-Embedded and not charged the AUAB fee. This shorter program is used by many schools and colleges with a mandatory international experience requirement
- **Summer program Issues:** While summer programs are the most common—although not the longest—the faculty director should follow the same time frame and steps as longer programs to ensure that academic, student conduct, logistic, and liability issues are covered. Locking in housing and tour arrangements are particularly important because of the popularity of summer programs and the limited number of vendors and housing. Fortunately, most countries do not require visas for programs lasting fewer than 90 days. However, visa requirements must be checked for each country.

2.0 FACULTY DIRECTOR APPROVAL PROCESS

2.1 Faculty director

A study abroad faculty director is a faculty member approved by his or her academic department head and dean to lead a study abroad program. Programs may have co-directors, who also need the formal approval of the department head and dean.

2.2 Eligibility

Faculty directors leading a study abroad class must be Auburn University employees.

The faculty director must be able to travel to the program's destinations and perform the academic, logistical, supervisory, and emergency tasks required to lead the program.

Eligible faculty will be considered without discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, and/or veteran status.

Faculty members who wish to lead **new** AUAB programs:

Faculty members must be approved in writing by their department chair and dean (see the Faculty Program Abroad Director Agreement in the appendices) to lead new abroad programs.

Faculty members who wish to lead **existing** AUAB Programs for the first time:

Faculty members must be approved in writing by their department chair and dean (see the Faculty Program Abroad Director Agreement in the appendices) to lead existing abroad programs. Other paperwork will be required if the program is new.

Faculty members who have led AUAB Programs before:

Faculty members should get a letter from their department chair appointing them to a specific program. In addition, the faculty member should also sign this letter to officially accept the assignment and acknowledge that he or she has read, understood and will comply with the Policies and Practices for Faculty Directors of Auburn Abroad. This letter is needed each time a faculty member leads a program abroad, since it serves to protect both the faculty member and the department by clearly stating expectations and any exceptions to the responsibilities of the faculty member.

2.3 Experience with Site

2.3.1 All programs

Site-experience information, including itineraries, logistics, communication resources, and emergency numbers should be given to OIE AUAB.

2.3.2 New programs

Both faculty directors and co-directors seeking approval to lead a abroad program should be able to demonstrate, in writing, that they have visited the program's primary destinations and that he or she has conducted an academic, logistic, and risk-assessment review of the site. This report can be in the form of an e-mail, syllabus, itinerary, or draft memorandum of understanding with proposed program partners. The faculty member should submit this information to the department head and dean for review and approval.

2.3.3 Existing programs with no geographic or academic area changes

An updated report of safety, communication, housing, transportation, needed repair work, and logistical information should be passed on from the previous faculty director to the new director. Faculty directors must be able to demonstrate that they have this information and that they have a working knowledge of safety, communication, housing, and transportation resources at the programs' destinations.

2.3.4 Embedded programs

Faculty directors for the programs must be able to demonstrate that they are working with a reliable travel-planning resource and that they have a working knowledge of safety, communication, housing and transportation resources at the programs' destinations. Faculty directors for externships should have good working relationships with the host universities or entities at which students will be working.

2.4 Faculty program abroad director's agreement (FPADA)

Once the faculty, his or her department chair, and his or her dean have agreed the faculty member should direct an abroad program in his or her college, all must sign the Faculty Program Abroad Director's Agreement (see the appendices). This agreement indicates that the faculty member is aware of policies and procedures he or she must follow in the implementation of an Auburn Abroad program.

A new agreement must be signed before a faculty member directing any abroad program can begin directing another program (new or existing), since there may be changes in logistics. Departments are required select their own directors, and they must keep supporting paperwork.

Any special duties assigned to the faculty director by his/her department chair and dean should be signed off by all parties and attached to this agreement. This form will be kept on file with the corresponding department. A copy should be sent to OIE AUAB.

2.5 Accompanying faculty member in training

In cases where second faculty members accompany programs as part of their succession training, they will not sign a faculty director agreement; however, they need to obtain a letter from their department chair and dean with a detailed description of their duties in relation to the faculty

directors' duties. The faculty member undergoing succession training can conduct his or her site-knowledge visit during the program rather than before it.

2.6 Duration of faculty director responsibilities

The faculty member's responsibilities for arranging and completing tasks required for a program abroad will begin on the date that the Faculty Program Abroad Directors Agreement is signed and will continue through the beginning of the semester following the abroad program and until all reports and reconciliations are completed and final grades for students have been submitted.

Faculty directors must also complete a final report detailing conditions of the program's housing and other factors at the end of the program (see the Academic and Conduct Issues and the Logistics sections) to ensure that necessary updates are made and issues which may affect the next program are communicated to the department chair and to the next director of the program.

Typical faculty director responsibility timeframes are as follows:

New programs: 12–18 months prior to departure date, depending on recruiting cycle and contract requirements through the successful submission of final grades (approximately 24 months)

Existing programs with NO changes: Nine months prior to departure date, depending on recruiting cycle and contract requirements through the successful submission of final grades (approximately 12 months)

2.7 Faculty director withdrawal

This should only happen in an emergency. If it is impossible to serve as faculty director, the faculty director's department chair, dean, and OIE AUAB should be notified immediately. Depending on the withdrawal date, the program may be canceled or a substitute faculty director may be designated by the department chair and dean.

2.8 Substitution of faculty directors

The substitute faculty director must complete a new faculty director agreement and be approved by his/her department chair and dean.

Site knowledge requirements apply to the substitute director.

2.9 Compensation

Faculty directors' compensations are approved by their dean and include pre-approved academic and program-required travel expenses.

The International Travel Request Form (the RAT50) with the MEDEX and travel consent forms must be submitted for provost approval at least 30 days before departure for ANY international travel. This approved RAT50 is a required part of the travel expense report sent in at the conclusion of a program for the faculty member to be reimbursed for travel expenses. The Auburn Business Office may also require receipts and copies of vendor contracts, so faculty directors should keep copies of these items.

Travel Advances and disbursements should be arranged with the Auburn Business Office, payment and procurement area, at least 60 days prior to departure and will require submission of the program budget.

Teaching Load Guidelines and compensation: Each department will determine the teaching load required per program and, for the faculty director, the appropriate compensation. More information can be found under the Money Matters section.

3.0 ACADEMIC AND STUDENT CONDUCT ISSUES

3.1 Academic content

Each department will determine the teaching load required per program for the faculty director involved. Faculty directors are responsible for developing the academic content of the program including the syllabus, book orders and printing, course materials, classrooms, lectures, and guest speakers. Faculty members requiring graded preparatory work from their student participants in the semester before the departure date of the program (e.g., graded preparatory work in spring for a summer program) need to determine the course title, timing, and how with course will affect the student in his or her current course load and future program abroad.

3.2 Program abroad descriptions

Faculty directors are responsible for developing the program's description, which should contain the items listed below. This description should be posted on the website of the college running the program in addition to being printed on any hard copy materials circulated during marketing and recruiting sessions.

The faculty director should also provide information to the Office of International Education's Auburn Abroad office (OIE AUAB) about his or her website location in order to link this program to the program search web page housed on the OIE AUAB website. Upon notification, OIE AUAB will also list this program in the next printed edition of the Auburn Abroad program booklet. Booklets are typically prepared in February and are available for the May–July Camp War Eagle sessions.

Suggested program-description content:

- General program information
 - Program title
 - City, country destinations
 - Host college/department
 - Start and end dates
 - Itinerary
 - Housing type (include statement that students are required to use program housing)
 - Excursions
 - Physical requirements (e.g., extensive walking, hiking)
 - Faculty director name, contact information, and website
 - Program description, objectives
- Academic information
 - Courses offered and syllabus for each
 - Prerequisites

- Student eligibility
 - Required GPA (may be higher than general AUAB requirement)
 - Student class level
 - Open to students majoring in certain areas or open to all students
- Application procedure
 - AUAB forms to be completed along with statement that students turn forms into faculty director; the faculty director will accept students and send complete student AUAB packages to the OIE
 - OIE enrolls students in AUAB course and MEDEX; students do not enroll themselves.
- Program cost to student
 - Items included in program cost
 - Airfare: if included in program cost, cost excluding airfare
 - Costs to be covered directly by students
- Funding
 - PACT
 - Department scholarships
 - Financial aid
- Immigration requirements
 - Passport
 - If visa required, time frame issues
 - Resources to assist in applying for visa
- Important dates
 - Application and acceptance dates
 - Meeting and assignment dates (updated as program preparation progresses)
 - Payment due dates
 - Immigration/ visa due dates
 - Withdrawal, refund, and cancellation dates, policies, and procedures
- Additional information
 - Statement regarding accommodations for students with disabilities (e.g., refer students to the Office for Students with Disabilities)
 - Rules and requirements specific to this program (e.g., student conduct, safety, diversity, attendance, notification of travel itineraries, dismissal from program)
 - Alcohol and drug use policy statement (See also Student Conduct Policy, section 3.8)
 - Required preparation (orientation, culture preparation, readings, pre-departure session, etc.)
- Grading process at end of program

3.3 Marketing and recruitment

Faculty directors are responsible for recruiting students for their own programs. They should

expect to promote their program to students and peers via:

- Classroom visits in their department and college
- OIE study abroad fairs: The fall fair is best for spring and summer programs. The spring fair is best for fall and spring semester programs as well as for students interested in National Prestigious Scholarships with deadlines in October through December.
- Talons Honors programs, Camp War Eagle, and War Eagle Days
- Printed materials and a website (in cooperation with their department and college)
- Notices of program dates on electronic monitors and in the OIE AUAB International News (linked to *AU Daily*)
- Students returning from the previous abroad programs, who can market to their peers
- Additional marketing opportunities in cooperation with the OIE AUAB and the Office of Communications and Marketing

3.4 Diversity

Auburn Abroad programs adhere to the University policy regarding diversity. Auburn is committed to providing a working and academic environment free from discrimination and harassment, and to fostering a nurturing and vibrant community founded upon the fundamental dignity and worth of all of its members. Faculty directors who discover students violating this policy will need to follow the Auburn disciplinary procedures outlined in the Tiger Cub and Faculty Handbook.

3.5 Students with disabilities

A student cannot be denied admittance into a program because of a disability; however, several months of preparation is necessary to determine if an international program site and available housing can accommodate the student's needs. The faculty director should refer students to the Auburn Program for Students with Disabilities so that they can work with the counselors and the international site to determine the availability of appropriate accommodations. The cost of the accommodations will be reviewed by the counselors and may be the responsibility of the student. Visit www.auburn.edu/academic/disabilities for more information.

3.6 Accepting students into the program

Faculty directors will accept students into their programs based on the considerations below.

3.6.1 General acceptance statement

Auburn recognizes its legal and moral obligation to provide an environment in which students are selected in a manner without discrimination on the basis of race, color, sex, age, religion, national origin, sexual orientation, disability, and/or veteran status.

3.6.2 GPA requirements

Undergraduate students must have a minimum, cumulative institutional GPA of 2.25. Faculty directors may require a higher GPA, per the demands of their programs. Students interested in the Human Odyssey Program the summer after their freshman year can get a conditional acceptance in November based on their academic adviser's assessment of their grades up to that point with a final acceptance in January after fall semester grades are given, before the summer program. Graduate students must have a minimum, cumulative institutional GPA of 3.0.

NOTE: The only verification of students' GPAs by their academic advisers occurs on Form B, so it is strongly recommended that faculty directors obtain both Form A and B before admitting students to their programs. Students admitted with only Form A, whose academic advisers will not sign Form B due to a low GPA or other cause, cannot be enrolled in Auburn Abroad.

3.6.3 Minimum age and minor students

Students should be 19 years of age by the start date of the program. Individuals under the age of 19 and, therefore, a minor under Alabama law, are discouraged from applying to Auburn Abroad programs. There is considerable legal responsibility and documentation associated with a minor student. In the event that the minor student merits acceptance into a program, they must be accompanied by a custodian until they turn 19. Faculty members and Auburn employees cannot be custodians. Extensive notarized paperwork is required from the parents, the chosen custodian, and the student (the minor age participant forms and the policy are on the OIE AUAB website). The forms require the student's dean's approval and must be turned into OIE AUAB, which will submit them to the provost for final approval.

3.6.4 Transient students

Faculty directors may accept transient students (students enrolled in other universities) into their programs with their dean's approval and in accordance with the policies of the Auburn Office of the Registrar. Additional paperwork and fees are required for this type of admission.

3.7 Submitting the completed auburn abroad application to OIE AUAB

Once faculty directors accept students into their programs, they will need to send an acceptance e-mail or letter to each student, keep the original Auburn Abroad package submitted by the student, and send a copy of the AUAB package to OIE AUAB so that the office can enroll the student in the appropriate Auburn Abroad full-time placeholder course and in MEDEX.

Auburn Abroad standard enrollment: This type of enrollment is assumed if the student's Form B lists courses. OIE AUAB coordinates standard enrollment process. Neither the student nor the faculty member should enroll the student in courses, since this would generate additional tuition charges.

Auburn Abroad embedded enrollment: The word "embedded" should be listed in the course section of Form B so that the OIE AUAB staff can enroll the student in the appropriate "No Fee Auburn Abroad Course." This type of enrollment is used when programs are short (one to two weeks), students are already enrolled and paying tuition on campus, or the program's grant requires that students be enrolled in an on-campus course

OIE AUAB staff will also enroll participants in MEDEX, the Auburn emergency assistance abroad program at this time.

NOTE: There is no need for students to submit a RAT50 when they have submitted the Auburn Abroad package.

3.8 Student conduct policy

3.8.1 General conduct policy

Faculty directors are primarily responsible for the supervision and welfare of the students participating in the program and are, among other things, responsible for monitoring each student's conduct in relation to Auburn and other applicable rules, regulations, and standards of conduct. This supervision extends to housing requirements and reassignments, if the latter is needed.

Faculty directors should be familiar with the Auburn faculty handbook rules and disciplinary procedures for both academic and non-academic activities. Faculty and students must follow the policies in the faculty handbook (see AU provost website), this manual, and the student handbook (*Tiger Cub*). Auburn Abroad participants must adhere to the Auburn University Student Conduct Code (see *Tiger Cub*). The faculty director reserves the right to dismiss participants any time during the duration of the program for academic or disciplinary reasons, per Auburn faculty handbook procedures. Dismissed students will not receive a refund. They will also not be allowed to remain in program facilities or participate in any group activities.

3.8.2 Rules and requirements specific to the program

Auburn University policy does not preclude individual faculty directors from developing additional rules and/or requirements best suited to their specific abroad program. These can be stated in the program syllabus or as a separate document. Examples of additional rules are as follows: "students must have a buddy and not travel alone," "side-trip information must be given to faculty directors," or a specific attendance percentage may be required. These rules, as well as consequences for breaking these rules, should be given in writing to students during

the first abroad program orientation meeting and discussed.

Faculty directors should also be familiar with the Auburn Abroad package, including the agreement and responsibility forms signed by students, to ensure that individual program rules are in agreement with the OIE AUAB and *Tiger Cub* rules regarding student behavior.

3.8.3 Alcohol use at destination

Alcohol use and abuse is an important concern on U.S. college campuses today, which can translate to similar concerns during study abroad programs. It is impossible to determine whether student participants will have a problem with alcohol or inadvertently mix medications with alcohol. To avoid problems and prepare students for the culture they will enter as guests, faculty directors are responsible for obtaining the following information about alcohol use and conveying this information to students during pre-departure sessions. Much of this information can be obtained from the on-site partner, logistics vendor, or the “students abroad” website maintained by the U.S. Department of State.

- Legal drinking age at all destinations to which the program will travel (this does not include destinations where students visit outside of the program; they are responsible for obtaining their own information for these places)
- Cultural norm (e.g., is wine served at all meals?) Faculty directors need to ensure their students understand that alcohol may be an integral part of the daily life of the residents of a country; however, public drunkenness is not acceptable in any destination currently listed for Auburn Abroad programs.
- Legal definition of alcohol abuse and the legal jurisdiction (e.g., covers actions in a public bar but does it cover actions in a hotel?)
- Legal consequences of public drunkenness (e.g., public fines, jail time)
- Outside communication allowed upon arrest (e.g., phone calls to program or parents possibly prohibited)
- Policies of the student’s housing unit
- A strong safety concern: the likelihood that public drunkenness may result in the individual becoming a victim of a crime
- Advice, address, and phone number of the nearest U.S. consulate as well as the number for MEDEX legal referral service
- Faculty members are not responsible for the actions of students when they are off the

program, but imprudent actions off the program may disrupt program events and classes. Faculty directors are responsible for disciplining students should their off-program activities interfere with program activities.

- Faculty directors need to be cognizant of Auburn policies regarding alcohol and their own alcohol-use patterns in association with students.
- Per University policy, as stated in the faculty handbook and student handbook (*Tiger Cub*), alcohol is not allowed, nor can it be served, at Auburn-sponsored functions that are part of the abroad program.
- Students and faculty attending cultural events NOT sponsored by Auburn should respect the culture and conduct themselves in a civil manner.
- Faculty members should use discretion regarding their own alcohol use in the presence of students.

3.8.4 Drug use on site

The use of illegal drugs by faculty directors or students is forbidden on abroad programs and, if discovered, will result in the student's dismissal from the program and severe consequences for faculty. Jail time is guaranteed. The laws of the country supersede any U.S. law. The U.S. consulate can only attempt to see the individual in jail; they cannot change, expedite, or otherwise affect the in-country legal procedure.

3.8.5 Attendance

Students are expected to attend all classes and program events. Students are also expected to be on time for all appointments, classes, and trips. Faculty directors are responsible for giving students the rules for attendance and for providing the meeting time, place, and transportation information for all trips. Being on time means that personal activities such as buying water, snacks, getting ATM withdrawals, and using the restroom, should be completed prior to the meeting time/trip departure time. Leaving a student behind may create safety and security problems in certain circumstances; however, if the trip originates from the program's housing this may not be an issue. In that case, late students may find that they have "missed the bus." Faculty directors can utilize the same disciplinary measures on the program site as they would on Auburn's campus for students who miss events or are habitually late.

3.9 Grade submission upon return

The grading procedure is different than for on-campus courses. Faculty directors are responsible for submitting a Form Fill Faculty-Led Transcript form (in the appendices, with an instruction sheet) for each student and submitting it to Joan Layne in the OIE AUAB. All courses listed on this form must agree with *AU Bulletin* course alpha-numeric listings. OIE AUAB works with the registrar to ensure that course credit and grades are applied appropriately without triggering additional tuition. OIE AUAB also works with the registrar to list these courses on each

participant's transcript with the appropriate "Auburn Abroad: (Country) designation" on the top of the transcript for the semester abroad and an Auburn Abroad designation next to each course listed on their program abroad transcript.

3.10 Final report and evaluation

A final report should be submitted by the faculty director to the faculty director's department chair and dean. This portion of the report provides the faculty director with the opportunity to highlight the successes of the program, recommend changes, and feature student feedback. Any work that continues after the program (e.g., a book to be published, art exhibit, etc.) should also be included in this report. Send any group photographs to the OIE for inclusion in campus and SEC books. A follow-up meeting with OIE AUAB is necessary to discuss detailed information about the program's academics, logistics, physical housing status, problems/successes, and to make recommendations for future programs.

3.11 Student post-program assessment

Student and program evaluations are available from the OIE AUAB, or the faculty member can develop their own evaluation form. Students should complete these forms as soon as possible after the completion of the program. The results of these assessments and students' suggestions for future programs should also be discussed in meetings with the faculty director's department.

NOTE: Student assessments affect both risk management and program-accreditation requirements.

3.12 Opportunities for returning students—Global Tiger Peer Advisory (GTPA)

Returning students are a terrific asset to Auburn, and all returning students are invited to join the GTPA. Members of this group mentor students interested in studying abroad and participate in study abroad marketing opportunities across campus. This is a great addition to a student's resume. Please have students contact the OIE AUAB about joining this group.

4.0 LOGISTICS

4.1 International agreements

Logistics are often facilitated through formal agreements between Auburn University and foreign institutions or enterprises. Standard agreements include but are not limited to the following:

- International Academic Interchange Agreement: Signed by the presidents of both institutions, this is a non-committal general “handshake” agreement of five-years duration.
- Memorandum of Understanding for Study Abroad Programs: Signed by the provost, normally of five-years duration, and typically comes after an Academic Interchange Agreement has been signed. This MOU provides more detail regarding academic process, logistics, and other commitments with an academic partner institution. MOUs for the establishment of study abroad programs typically are accompanied by one or more annual vendor agreements or invoices.
- Vendor agreements: These are signed by the Auburn procurement officer, typically one-year contracts with a commercial entity but can be with an academic institution. Vendor agreements are a useful way to arrange for housing, transportation, and other logistical considerations annually and are necessary in the event that a service is disputed.
- Student exchange agreements: These agreements are a type of MOU with a five-year duration. They cover the details of the student exchange and responsibilities in the institutional relationship between Auburn and another institution of higher learning. These agreements also include annual cost and logistic updates.

Because OIE AUAB keeps a copy of all international agreements and a comprehensive listing of agreements sent to its office by colleges, a quick check with this listing can let a faculty director know if Auburn already has an interchange agreement in place with any given institution.

4.2 Documentation for international travel

- Passports
All students need passports; encourage them to have their passport in hand at least six months prior to the start date of the program.
- Visas
 - U.S. citizens: Some countries require visas in addition to passports for entry into the country. Some consulates charge a visa-processing fee, and some do not. Faculty

directors should check with OIE AUAB regarding country requirements and if OIE AUAB has made arrangements with that country's consulate to batch-process visas.

- Non-U.S. citizens: International students and faculty with non-U.S. citizenship may need additional visa preparation time and paperwork. Please refer international students on the program to OIE AUAB. International students may need special clearance from OIE-compliance to ensure that they can re-enter the U.S. at the end of the program.

Per a faculty director's request, OIE AUAB will prepare and conduct sessions for students and faculty regarding visa procedures.

Visa package time frames: Students and faculty should expect to gather necessary documents and their passport at least 120 days before the departure date of the program and be prepared to mail the completed visa package to the appropriate consulate 90 days before the departure date of the program.

- International vaccination requirements
Many visa applications require health certificates and some countries require shot records prior to entry. Vaccinations (shots) can be obtained at the Auburn University Medical Clinic. Students and faculty should plan to get these vaccinations 90–120 days prior to departure in order for the shots to take effect.
- Trip Registration with U.S. Department of State: Auburn strongly encourages all faculty directors and students who are U.S. citizens to register their international trip with the U.S. Department of State (www.travel.state.gov). Once registered, the individual will receive information on events and alerts in countries they will visit

4.3 Faculty International Travel Request Form–RAT 50

Faculty directors must submit a RAT50 package (all three forms) for their international travel to the provost for approval at least 30 days prior to the program travel date. No travel expenses will be reimbursed without the provost's approval of the faculty director's RAT50 package. The Auburn Business Office will require a signed copy of the RAT50 form attached to the faculty director's travel expense report and receipts before paying the travel expense.

The RAT50 package can be found on the Auburn home page under "international presence." Open the page and click "international travel request." Forms include the RAT50, which details the travel schedule and budget; the MEDEX insurance enrollment forms; and the travel consent form.

4.4 Accompanying family members

Faculty program directors are not encouraged to allow students' family members or their own family members to accompany them. Due to the time required of faculty program directors to run the academic, leadership, and logistics portions of their programs and to account for all students in the event of an individual or group emergency, it is not recommended that faculty directors bring family members on study abroad programs.

However, faculty directors are allowed to bring accompanying family members with the written permission of their department head and dean BEFORE making arrangements for their family.

Faculty directors or students who contemplate bringing family members on study abroad programs need to carefully consider the following:

- Accommodations, housing space, transportation, and other arrangements that are part of the program will not be extended to family members because of liability issues. The arrangements must be made separately and not included in Auburn University contracts for services.
- Faculty directors and students must cover the cost of their own family's meals, housing, transportation, and incidentals.
- Family directors and students taking family members are strongly encouraged to enroll these family members in MEDEX (and submit payment to OIE AUAB, with checks made payable to Auburn University) at the time the faculty director turns in the RAT50 package.
- Family members **cannot** be added to MEDEX **after** they have arrived on the study abroad site. Family members not enrolled in MEDEX will not be evacuated under the Auburn MEDEX contract.
- Family members cannot be covered under Auburn's liability insurance and will, before departure, be asked by the risk management department to sign documents indemnifying Auburn University.
- Family members cannot participate in Auburn study abroad classes, excursions, or field trips unless they enroll as a student of the program.
- Family members wishing to visit faculty or students on the program are encouraged to make their own hotel/ housing, meal, and transportation arrangements. Due to liability and contract issues, they cannot stay in student dorms or home-stay arrangements.

OIE AUAB needs to be informed if a faculty director or student takes family members and whether he or she enrolls them in MEDEX. This information will impact how OIE AUAB works with the

Auburn emergency response team and MEDEX in the event of an emergency, regarding family members.

4.5 Student preparation

4.5.1 On-campus student preparation

Because these programs are intense group experiences with success dependent on positive group dynamics and clear expectations, faculty directors are required to schedule at least one program orientation and one pre-departure session (see Section 6.3) with student participants in preparation for their program abroad, regardless of the length of the program.

Faculty directors should arrange additional group meetings as needed and communicate frequently with all participating students to ensure that students are getting to know one another and that they understand the expectations of the program.

Faculty directors can call to arrange the following OIE AUAB sessions to supplement the required meetings. Please call OIE AUAB at least two weeks before the date of the desired session to get the desired date.

<u>OIE AUAB Session Type</u>	<u>Timing</u>
<ul style="list-style-type: none">• 30-minute orientation session: introduction to AUAB procedures, paperwork, financial aid, PACT, and departure other funding.	6-9 months before
<ul style="list-style-type: none">• 30-minute country-specific immigration/visa session (as needed)	4-5 months before departure
<ul style="list-style-type: none">• 45-minute pre-departure session: pre-planning for prescriptions, physicals, vaccinations, travel tips, informing credit card companies of their destination, handling money abroad, customs issues, health and safety issues abroad, alcohol and drug issues, etc. (see OIE-AUAB website for complete listing of topics and the pre-departure booklet)	2-3 months before

4.5.2 On-Site student preparation and supervision

Faculty directors are responsible for supervising and directing students in the academic and intercultural goals of the program before departure and while on site.

Faculty directors must conduct an on-site orientation during the first two days after arrival, which includes information on the surroundings, safe transportation, area resources, and emergency. When possible, use local area resources such as the host institution/partner or the

local U.S. Consulate Citizens' Services section.

Faculty directors are expected to plan frequent meetings with students during the program to ensure that students process and reflect on their intercultural experience and to address student discomfort or difficulties arising from cultural differences.

4.6 Logistical arrangements

4.6.1. Itinerary development

A faculty director needs to develop an itinerary early in the planning stages of the course. The itinerary must contain detailed information about housing, abroad location, and the types of transportation to be used.

Faculty directors leading established programs should find detailed information in the program file, which can be located through their department chair or dean. They will need to provide an annual updated itinerary to OIE AUAB for safety purposes and to Auburn's risk management department to ensure that housing and transportation arrangements follow risk management's guidelines and that proper liability limits are in place.

4.6.2 Flight arrangements

Many programs provide students with the date, day of the week, and time they need to be at the destination, as well as suggested flights and times, and let the students arrange their own flights. This relieves the faculty director of the responsibility of keeping up with students' flight changes or any other potential travel issues.

If, however, the faculty director decides to include the flight in the program cost and makes students' flight arrangements then he or she should be on one of the arranged flights.

4.6.3 Faculty communication with Auburn while on-site

Faculty directors need to arrange for the means to contact OIE AUAB and their academic department as soon as they arrive and will need to maintain a clear communication link throughout the program. This will satisfy the Auburn emergency response requirement. See the Emergency Contact Sheet in the appendices. Regardless of the location(s), faculty directors should be prepared to respond to all health and safety issues.

The OIE AUAB international travel request website offers several suggestions in the "communication abroad" section. In addition, Auburn has a contract with Verizon cellular phone service company and can receive special deals. Check with the Auburn Business Office and website for more details.

4.6.4 Use of non-commercial transportation

All short-term programs must comply with University policies regarding rentals and use of

motor vehicles. All private carriers hired to provide required group transportation must provide the appropriate certificate of insurance coverage to Auburn's Office of Risk Management.

The vendor requirements for programs abroad as determined by Auburn's risk management department can be found on the website in the "contract/agreements" section on the "forms" page.

Faculty directors may need to supply Auburn risk management with contact information for private transportation vendors who do not have certificates of insurance. The Auburn Office of Risk Management can then contact the vendor to satisfy its (risk management's) needs.

Students must use the transportation provided by the Auburn program.

Students are prohibited from renting or driving vehicles for the duration of their Auburn Abroad program.

Students are strongly encouraged to use public transportation for non-program transportation and to seek out the safest possible routes.

4.6.5 Program housing

Auburn is committed to providing safe housing for Auburn Abroad participants. Faculty directors are responsible for arranging program housing and student housing assignments, and for working with students to settle any housing disputes. Faculty directors can use service providers to assist with finding appropriate housing.

Students are required to stay in the housing provided by the abroad program as part of Auburn's commitment to safety and are expected to treat the premises with respect.

NOTE: Students seeking housing outside of the program's authorized housing may put themselves at risk and require additional oversight by faculty members, decreasing the time that the faculty members have with the rest of the group.

Specific programs may require specific housing rules to be determined by the faculty director. These rules must be given to the students in writing before departure.

Faculty directors should report the physical condition of the housing at the end of the program and recommend changes or updates to their department chair. This report will be passed onto the director of the next program.

4.6.6 Contracting for services

Faculty directors must follow the Auburn contracting/ signature authority policies when developing vendor or partner agreements for services. Downloads are available on the OIE AUAB website under "agreements." This site provides information on signature authority,

review/approval forms and contract/ agreement samples.

4.6.7 Setting up a vendor account

Faculty directors must work with their academic department's office/ accounting manager, the Auburn Business Office, and procurement and payment services to set up vendor accounts, get the vendors registered, and submit appropriate paperwork along with invoices to get the vendors' invoices paid. The most current instruction sheet is in the appendices under "Setting up new accounts."

4.7 Final Report and evaluation

Faculty directors are required to provide to their department chair and dean a review of all logistical areas, including any items or areas that need repair and suggestions for improving the logistics side. This can be part of the final report and evaluation (see section 3.10).

Student feedback is critical for this report and their information can be used to update program logistics. In addition, positive comments can be used as testimonials during recruiting sessions for the next program. A sample Student Program Evaluation Form has been included in the appendices (See "Re-entry Student Program Evaluation").

5.0 MONEY MATTERS

5.1 Developing a program budget (see recommended budget calculator in the appendices)

The program budget is an essential component of planning an Auburn Abroad program. The ability to successfully conduct a study abroad program where the University (and perhaps the faculty member's program) does not lose money is directly related to careful financial planning. Faculty directors must provide budget figures for all academic and travel expenses to their department and dean.

In the case of new programs, the OIE AUAB has a recommended template for faculty to follow. The faculty member's department or college may also have their own template. Either format is acceptable when setting up new programs and accounts, developing program fees, getting travel advances, and submitting travel-expense reports at the end of a program.

In the case of existing programs, the department housing the program will have a template and detailed cost information based on existing contracts.

The faculty director's compensation should be accounted for in this budget at the discretion of the dean and should be approved by his or her department chair and dean. This compensation includes pre-approved academic and program-required travel expenses.

Students will see two separate charges on their bursar bill: (1) Auburn Abroad fee sent to the bursar by OIE AUAB after the student is enrolled, and (2) departmental program fees sent to the bursar by the faculty directors. The program fee (No. 2) should not include the Auburn Abroad fee. The faculty director should contact OIE AUAB to find out the current AUAB fee.

5.2 Financial Reporting

Auburn requires a complete financial report of all expenses incurred by study abroad programs. The Auburn Business Office and the faculty department's financial administration work together to develop a budget and provide appropriate financial records for the program. The Auburn Business Office has established a reimbursement policy (see Auburn Business' travel expense policy on the web at www.auburn.edu/administration/business_office/policy_manual/travel.html), which should be followed in order to be reimbursed for expenses.

This policy provides guidelines on Auburn's reimbursement of expenses incurred by employees on University business. It is University policy to reimburse employees for all expenses that are reasonable, necessary, and actually incurred for authorized university business.

Employees (faculty) are expected to:

- Exercise good judgment with respect to expenses, determining the most economical

Means.

- Spend University money carefully and judiciously.
- Claim reimbursement only for necessary and reasonable expenses (i.e., employees are neither to gain nor lose financially as a result of traveling for business).
- Submit receipts and documentation within 30 days of return for all expenses incurred, including cash advances and credit card usage, utilizing the Travel Expense Form. See the Auburn Business Office's payment and procurement web page (www.auburn.edu/administration/business_office/policy_manual/travel.html) for Auburn policies and procedures regarding cash management and the use of the Auburn University purchasing card.

Expenses that are NOT covered by Auburn:

- Personal expenses such as laundry, clothing, medicine, vaccinations, inoculations, etc. (Check on the latter; if the vaccination is required for entry into the program's destination country, it may be reimbursed.)
- Personal entertainment, meals, and incidental expenses
- Non-approved customs duty on items mailed to destination
- Non-approved overweight-baggage coverage
- Telephone charges unrelated to the program (However, some allowance for checking in with family is allowed—arrange with department chair and dean.)
- Penalties for changes in travel itinerary once tickets are issued, unless approved by department dean.

5.3 Travel disbursements, cash advances, and tax considerations

Travel disbursements should be arranged with the Auburn Business Office, payment and procurement section, at least 60 days before departure and will require submission of the program budget along with any applicable vendor contracts.

Cash advances can be arranged by the Auburn Business Office, payment and procurement section. A cash advance is a personal liability to the employee until he or she has provided the appropriate documentation and returned any excess funds.

All cash advances need to be settled within 30 days after return from the program by completing an employee expense report and submitting it to the Auburn Business Office. Original receipts must be included. Any reimbursements due the employee will be processed according to established Auburn University business procedures. Per IRS guidelines, employees are not to retain unused portions of cash advances for future trips. The unused portion must be returned by attaching a check to the appropriate Auburn Business Office reimbursement form. Receipts in other monetary denominations will need to be translated into U.S. dollars.

The faculty director needs to check with the Auburn Business Office and his or her own department's office manager for tax rules and regulations in order to avoid penalties associated with cash advances. In addition, the faculty member needs to work with both offices if they must submit an expense report after stated deadlines.

5.4 Auburn University purchasing cards

Charges to this card are paid by Auburn. Only specific charges are allowed (see Auburn Business Office, purchasing card policy at www.auburn.edu/administration/business_office/policy_manual/purchasing.html).

Faculty obtaining an Auburn purchasing card must go through the purchasing card orientation. Receipts must be provided for the appropriate Auburn billing cycle. If no receipt is provided or the charge is disallowed, the faculty member will need to reimburse Auburn for the charge.

The card can be revoked for violations of policy.

5.5 Lending money to students

Lending money to students is discouraged. If it is unavoidable, then the student can be billed for the borrowed amount on their bursar account in order to reimburse the faculty director. This is a complex situation and may require additional explanation to the bursar and the Auburn Business Office.

5.6 Student funding options

Most program fees are due the semester before the program starts. This does impact the student's financing options.

- **PACT (Prepaid tuition):** PACT pays for study abroad program fees at the same rate as courses on campus. Funds are disbursed after the beginning of the semester that the student is abroad, so students will pay for program fees before they receive their PACT funding. Students must complete their Auburn Abroad package and a special PACT form found at OIE AUAB to obtain PACT funding for their abroad program. OIE AUAB submits all completed PACT paperwork to the Alabama PACT office.
- **Student Financial Aid:** Financial aid and scholarships can be used toward qualified study abroad expenses. Financial aid is disbursed at the start of each semester, except summer. Study abroad program fees are most often due **during the term before** the semester the student will be abroad and must be paid out-of-pocket to the bursar's office to be reimbursed when the financial aid arrives. A registration hold preventing Auburn Abroad enrollment would result from non-payment, as well as late fees. The academic department sponsoring the abroad program determines the date(s) when the bursar's office is to

assess the study abroad program fees and, therefore, is in control of when funds are due.

Students may receive the entire annual financial aid package in up to two halves, over fall and spring terms each year. In this event, there would be no summer funding in that program, except through an additional Parent PLUS loan for that term.

Students must submit their Auburn Abroad Course Approval Form B as part of any new financial aid request and the Auburn Abroad Budget Form. They must be enrolled in Auburn Abroad for the semester abroad in order to qualify for financial aid and/or scholarships for that term. Students must meet the minimum enrollment requirements for any given financial aid or scholarship program, as certified on Form B. Failure to complete the required minimum enrollment requirement may result in partial or full cancellation of funds.

- **Student scholarships:** The student's scholarship adviser should be informed of his or her plans to study abroad and the cost of the program to ensure that funds are disbursed to their account to cover the abroad program fee.
- **Scholarship Assistance:** Auburn has additional resources for helping students obtain scholarships. Paul Harris, located in the Honors College and is director of National Prestigious Scholarships, pah0005@auburn.edu, may be able to help students obtain a scholarship. Deadlines apply, so the student should check the "scholarship" section of the OIE AUAB website.

5.7 Billing students for program fees through Student Financial Services (bursar) and the Auburn Abroad fee

Faculty directors should work with the Student Financial Services to get program fees listed on student participants' bursar accounts in a timely manner.

Start working with the bursar four to five months before vendor-invoice due date (six to seven months before departure date), allowing the bursar to bill students in two installments so the faculty director can collect needed revenue before vendor-invoice due dates.

Vendor invoices are usually due two to two-and-a-half months prior to departure date. In addition to program fees, the student participants will also be billed the Auburn Abroad fee. OIE AUAB will enroll students in AUAB, which will trigger the bursar to charge the Auburn Abroad fee.

5.8 Refund policy for program fees:

Refunds will be based on the withdrawal and cancellation policies of the program.

- **Cancelation of a program by Auburn:** Participants will be refunded all fees paid up to the time of cancelation, less the cost of doing business or cancellation.
- **Students who withdraw before start date:** Withdrawal must be in writing to the faculty director, and refunds will depend on the cost incurred by the student up to the date of withdrawal. Generally, no refunds are given if the student withdraws less than 30 days before the program or after the program has begun. Exceptions, such as medical issues, must be approved by the faculty director, department chair, and dean.

6.0 EMERGENCY PREPAREDNESS

6.1 Responsibilities of the faculty director and students

The faculty director must be willing and prepared to accept responsibility for emergency situations affecting their study abroad class. While the OIE AUAB can assist the faculty director by providing infrastructure support, pre-departure training, and long-distance backup, ultimately it is the faculty director who assumes most of the responsibility for appropriate response in emergency situations on-site. Part of that responsibility is appropriate and adequate pre-departure preparation.

While faculty directors must assume responsibility in emergency situations and prepare their students for the student abroad environment and condition, students must inevitably take responsibility for their own health and safety. No amount of pre-departure training and preparation or program oversight can compensate for irresponsible and unsafe behavior on the part of the student participant.

Students must be able to reach faculty directors at all times, and OIE AUAB must be able to reach faculty directors even on weekends. Faculty directors are encouraged to enforce the buddy system and other measures outlined below.

6.2 Pre-departure faculty preparation

Regardless of the location, faculty directors should be prepared to respond to health and safety problems, whether emergency or routine in nature. Adequate preparation is one of the most important components of being able to effectively handle medical emergencies abroad. The OIE AUAB provides information and sessions on faculty health and safety abroad to help prepare faculty directors and their administrators for emergency situations. The faculty emergency on-site kit available from these sessions is included in the appendices of this manual. This resource includes valuable information on Auburn Emergency Management resources, MEDEX services, and responses to different individual and group emergencies. Peer sessions covering table-top exercises are conducted as needed and advertised on the OIE AUAB website.

Faculty directors must know the following:

- how to coordinate assistance through OIE AUAB and the Auburn Emergency Management response team
- the process for obtaining MEDEX/Global assistance
- medical services in the area where the abroad program is being held and services at all program destinations

- their responsibility (or assistant faculty director's responsibility) to accompany students to the hospital or to the airport
- their or another Auburn representative's responsibility to stay in the vicinity to ensure the student is not left alone. (They must be available to visit the student and keep track of the student at all times.)
- the requirements of the Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accessibility Act (HIPAA), when parents call them to inquire about students.

The emergency information card is an excellent tool for making sure that students know who to call in an emergency. It is the size of a credit card and is included in the faculty emergency on-site kit. It can be completed with information specific to the faculty director's program and can be laminated. This card should be kept next to the student's MEDEX/Global card.

6.3 Pre-departure student preparation

Helping students understand the environment they are entering is an integral part of the faculty director's student preparation. The OIE AUAB works with faculty directors to arrange and conduct pre-departure training as part of each program's preparation. These sessions include topics such as maintaining health and safety abroad, bringing prescriptions into countries, unblocking credit cards for travel and usage on-site, money access, communication while abroad, alcohol and drug use and penalties, resources for victims, and what to do if students are accused of a crime. The benefits of MEDEX are covered, as well as instructions on how to access these benefits. The session concludes with information on why students must take responsibility for their own health and how it impacts the group

Pre-departure sessions need to be conducted two to three months prior to departure to cover student responsibilities.

The activities listed below require the earliest preparation on the part of the student.

- **Letters needed to get prescriptions through customs:** Students are advised to get physician letters for all prescription drugs they take into another country, since the restricted-drug list varies by country (note: "restricted" may not be the same as "illegal;" it depends on the laws of the country).
- **Taking the prescription amount needed abroad:** Students should take the amount of prescription pills/lotions to cover the duration of the program **plus two weeks** to cover the week before departure and the week after their return to the U.S. If a student's insurance company limits the amount he or she can take abroad to a monthly amount, and this is less than the amount needed, the student will need to submit a program-acceptance letter to the

insurance company. Since this may take time, the student needs to start early on this task.

- **Physicals and vaccinations:** Some programs and countries require this for entry and acceptance. If needed, students should begin this process at least two to three months before departure.
- **Notifying credit and debit card companies:** Students need to notify their credit and debit companies that they will be using these cards in selected countries so that the companies will unblock their cards. Students are also advised to obtain a PIN for their **credit** cards. Since this number needs to be mailed to them, they should do this well in advance of departure.

6.4 MEDEX/Global Benefits Insurance

6.4.1 Coverage

Auburn provides an emergency medical assistance plan through MEDEX/Global Benefits for all faculty, staff, and students who travel abroad for business and Auburn Abroad programs. All Auburn students, faculty, and staff are on the same policy. The plan has unlimited coverage for medical and security evacuation and repatriation of remains, and it includes 24/7 medical referrals throughout the world. The plan also provides major medical benefits (\$5,000 for faculty directors and \$50,000 for students) and will send a financial guarantee to a hospital abroad to assist in getting faculty or students admitted and discharged without excessive charges to the faculty or student.

Other benefits and considerations:

- There is a \$100 deductible, and the plan coverage begins 100 miles outside of Auburn.
- Expenses paid by the student may be reimbursable. Receipts for services should be sent to Global Benefits via its claim form.
- MEDEX provides 24/7 physician and dental referrals.

Clarifications:

- Medical evacuations must be mandated by a MEDEX-approved physician.
- Security evacuations must be formally recommended by the local U.S. embassy or consulate.

Exclusions:

- Pre-existing conditions (such as pregnancy and pre-existing back problems) are not covered. Other exclusions are listed on the MEDEX/Global brochure.
- Students should not go abroad if they are seriously ill **at the time of departure**. Medical evacuation and benefits could be adversely affected if the student was ill

immediately prior to departure.

6.4.2 Overlap with domestic insurance

The faculty's Auburn University Blue Cross/Blue Shield health insurance remains effective abroad and MEDEX/Global will coordinate benefits with Auburn BCBS if the amount of medical care exceeds the Global Benefit limit or if the condition is pre-existing. If the health care provider will not accept a Global Benefit financial guarantee, and the faculty director must pay out of pocket, then a receipt needs to be obtained for all health care expenditure and submitted to Auburn BCBS for reimbursement.

Students are required to continue their domestic insurance while abroad, per Auburn Abroad program requirements, or to obtain at least \$250,000 of domestic insurance before they go abroad for the duration of their program abroad. All students are automatically enrolled in MEDEX with their Auburn Abroad enrollment and will be issued a MEDEX/Global Card.

6.5 MEDEX/Global benefits sign-up procedures

6.5.1 The RAT50 (International Travel Request)

The provost's office sends a portion of the faculty director's approved RAT50 package to OIE AUAB to allow OIE AUAB to enroll the faculty director in MEDEX and to e-mail the MEDEX card to him/her. The MEDEX/Global brochure is also attached to this e-mail.

Students are sent their MEDEX cards via e-mail by OIE AUAB once the office has received students' Auburn Abroad packages and enrolled them in Auburn Abroad and MEDEX. MEDEX/Global brochures for students and parents are available from OIE AUAB.

Family members accompanying the faculty director on the program will only be covered by MEDEX/Global if they are listed on the faculty member's Emergency Assistance Form in his/her RAT50 package and if the faculty member attaches a check to pay for their enrollment. If family members are traveling with the faculty and are NOT listed on this form, OIE AUAB will not have information about them in case of an emergency. Family enrollment in MEDEX is strongly encouraged.

6.5.2 Emergency information worksheet

The Emergency Information Worksheet (in the Appendices) must be completed by the faculty director for his or her program and returned to OIE AUAB at least two weeks prior to the departure date of the program. This form can also be found on the OIE AUAB website under "forms."

The purpose of this form is to have all emergency information in one location and to ensure that the faculty member, OIE AUAB, and the Auburn Emergency Management response team have a list of contacts and resources available for all the program sites in the event of an

emergency.

A copy should also be kept with the faculty director's department and dean.

Each student provides the faculty director (and OIE AUAB) with a signed, completed Student Emergency Contact and Treatment Form (form E) as part of their Auburn Abroad package.

The faculty director needs to take each student's completed form E with them on the program.

6.6 Obtaining medical-emergency assistance abroad

6.6.1 Obtaining help from MEDEX

Call MEDEX collect from abroad: +410-453-6330, tell MEDEX that you are on an Auburn Abroad program, give them both the MEDEX number on the card and the Global number. These directions are on the card e-mailed to participants upon enrollment.

Tell MEDEX the nature of the problem and a number where you can be reached.

In the case of a student who is not capable of making the call, another student or the faculty director may call on his or her behalf

6.6.2 Other sources of assistance

The best source of information about medical resources at the program home base is:

- the faculty director, who can obtain this information before departure from the local host university, hotel, or trip-logistics vendor. The local resources at the home base of the program are familiar with local facilities, physicians, and logistics.
- Physician information available at the Citizens' Services section of the nearest U.S. Consulate, since both will supply a general list of English-speaking physicians in the vicinity.
- MEDEX: Call collect to MEDEX for 24/7 referrals to physicians, hospitals, and dentists.

6.7 Non-Program Student Travel

As a security measure, students are expected to notify their faculty director if they leave the program site overnight or on a planned side trip away from the program. This can be done in a variety of ways; some programs utilize the web-based Survey Monkey, and others utilize e-mail notification. Each faculty director sets up his or her preferred method of notification and the consequences if students do not adhere to the policy. This procedure is an integral part of the safety measures of each program; students who do not comply add additional work for the faculty

director and may compromise the program's activities.

6.8 Getting country alerts, contacting U.S. consulates and Red Cross in the area

U.S. Embassy registration: All faculty directors and student participants are strongly encouraged to register with the U.S. Department of State—international trip registration (see www.travel.state.gov) **whenever** they travel abroad and to list **all** countries to which they will be traveling. This site will track U.S. citizens by country and provide country alerts via e-mail through computers and other designated communication devices.

U.S. Consulate Citizens Services' section: Faculty directors should identify the nearest consulate while abroad and keep contact information about the U.S. Citizens' Services section at the consulate. This section will have a list of local health care providers and will provide limited assistance. International students participating in Auburn Abroad should keep a list of their consulates handy for every country they visit.

Red Cross: At times, evacuation is not an option and aid for large-scale disruptions must be obtained. Because of that possibility, faculty directors should have the phone number, e-mail, and address of the Red Cross.

6.9 Faculty director's liability coverage

The Auburn University Office of Risk Management handles liability issues for the University and has provided the following information regarding liability coverage for faculty directors.

"Auburn University has implemented a Comprehensive General Liability Insurance Plan. This plan provides insurance protection against third-party claims for which Auburn trustees, officers, faculty, and staff may become legally obligated to pay for negligence arising out of or in the course of events occurring during an employee's performance of his or her assigned duties on behalf of the University. Faculty directors are covered by this plan as well."

Detailed policies and procedures on liability issues, as well as on-the job injuries, are provided in the faculty handbook found on the provost's website. Faculty directors must be aware of any and all unusual, onerous, or difficult legal requirements in foreign countries, especially those regarding vehicles, alcohol use, and property damage. Faculty directors should make certain that they review current, local legal information before departure.

Accompanying persons (non-Auburn employees) are not covered by this insurance and will be asked by the risk management office before departure to sign documents indemnifying Auburn.

Participating students complete and sign the Auburn Abroad package to satisfy this requirement.

Auburn does not cover damage or loss to personal possessions belonging to faculty, students, or

accompanying persons (non-AU employees), including damage to electronics, computers, cameras, clothing, baggage, etc. Faculty should make their own insurance arrangements regarding such items and should check with their individual homeowner's or renter's insurance policies for coverage against losses occurring outside the continental United States.

7.0 FINAL NOTE

This faculty directors' manual must be periodically changed to better reflect the needs and requirements of an academically sound and personally rewarding study abroad experience for Auburn University faculty and students. As such, the Office of International Education solicits input from faculty directors at any time regarding necessary changes to the manual.

As practitioners of a unique higher education experience, study abroad faculty directors are a special type of faculty. Their dedication, talents, and hard work are appreciated by the University.

APPENDIX