



## 13.04.99.D1.02

## Study Abroad

Approved: September 3, 2014

Revised

Next Scheduled Review: September 3, 2017

---

### Procedure Statement

---

Texas A&M University-Central Texas (TAMUCT) is supportive of International Education opportunities such as Study Abroad, but also recognizes that the safety of its students is of utmost importance.

---

### Reason for Procedure

---

Planning a Study Abroad program involves a high level of logistical support and emergency response preparation. The Texas A&M System, 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 TAMUCT.

---

### Procedures and Responsibilities

---

#### 1. RESPONSIBILITIES

- 1.1 Academic Support Programs (ASP) are the primary resource for Study Abroad administration at TAMUCT 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 approve the status of export control.
- 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. To ensure this rigor, Program Leaders and students are not allowed guests of any age to travel with them during a TAMUCT study abroad program.
- 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 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

---

Office of Academic Support  
254-519-5796