

Faculty led Program Agreement

LIMITED SERVICE LEVEL



Study Abroad Programs Office

The mission of the Study Abroad Programs Office (SAPO) is to provide all Aggies a wide range of educational experiences abroad. SAPO works closely with colleges and faculty members to develop and implement faculty led programs. A study abroad advisor will be assigned to the specific programs and will work directly with you. Please read the agreement, sign, and return to the Study Abroad Programs Office at Bizzell Hall West, 1st Floor, MS 3262 – tel: 979-845-0544, fax: 979-458-3623.

Approved Administrative Fee: Semester and short term sessions \$100 per student. This fee was approved by Texas A&M University.

Marketing and Student Recruitment

The faculty will be in charge of student recruitment, brochure and website design for the program. SAPO can provide a link on its website and distribute the brochures in Bizzell Hall West.

Program Development and Coordination

SAPO will:

1. Obtain and maintain Texas Higher Education Coordinating Board (THECB) approval for courses taught outside of the U.S. Assist the faculty with changes and SAPPC Proposal Modification form requirements.
2. Provide faculty with access to online web portal to keep track of students' applications and information.
2. Coordinate with faculty to approve students through application portal.
3. Obtain university approval to collect study abroad program fees.
4. Coordinate course coding and set up for registration. Liaise with the Office of the Registrar.
5. Provide Faculty Briefing to discuss emergency protocols, insurance, and financial responsibilities.

The faculty will be in charge of all program logistics, budgeting and contracting. The faculty leader's business office will process payments and postings of program fees to student accounts.

Orientations and Student Advising

SAPO will:

1. Provide online orientation for students participating in the program.
2. Provide general financial aid information sessions on campus. Online information will also be available.
3. Provide **one orientation** session on travel, health, safety and emergency at the discretion of faculty leader.
4. Assist walk-in students with the selection, application, and registration process.

The faculty will be in charge of providing program specific orientations for the students.

Emergency and Health

SAPO will:

1. Serve as a central point-of-contact in case of emergency (available 24 hours/day, 7 days/week).
2. Purchase international insurance and emergency coverage through CISI for faculty and students. Provide information and cards before departure. The cost of insurance is a separate charge calculated by the per-day insurance rate.
3. Coordinate with faculty and students to gather emergency information. The faculty will be asked to provide an itinerary of the program for the emergency folder.
4. Assist and guide faculty and students through emergencies.