

Faculty Led Program Standard Agreement

STUDY ABROAD SERVICES



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 is assigned to the specific program and works directly with the faculty leader. Please review the agreement, sign, and return to the advisor or the Study Abroad Programs Office at the Pavilion, 1st Floor, MS 3262 – tel: 979-845-0544, fax: 979-458-3623.

Approved Administrative Fee: \$400 per student

The fee listed above is approved by Texas A&M University. It is charged to pay a portion of the SAPO staff and resource expenses to provide these services. The fee is built into the total program cost and billed directly to the students. Students have full disclosure regarding this fee.

SAPO will provide the following services:

Marketing and Student Recruitment

1. Promote a broad range of programs through walk-in advising with students and promotional literature.
2. Conduct annual fairs, campus presentations, and provide opportunities for promotion at the Study Abroad Fair, New Student conferences, student fairs and other events.
3. Program specific promotion: in collaboration with the faculty leader, SAPO liaison can create a program handout, assist with scheduling promotion in classes, informationals, and college events, as needed.
4. Website: create and update program page within SAPO search engine. General website information and resources will be maintained and updated by SAPO as needed.

Program Development and Coordination

Proposal and Courses:

1. Obtain and maintain Texas Higher Education Coordinating Board (THECB) approval for courses being taught outside of the U.S. Monitor compliance with state regulations.
2. Assist faculty with course changes and Proposal Modification Form requirements.
3. Liaise with the Office of the Registrar regarding study abroad courses. Input course attributes for study abroad and code confirmed students to allow registration.

Coordination, Budgeting, Payments:

4. Meet and communicate regularly with faculty to follow programming timeline and university guidelines.
5. Assist faculty with identifying and assessing program itinerary, lecture and/or lab facilities, transportation, lodging, meals, equipment, field trips, and excursions as needed.
6. Assist with the coordination and finalization of on-site arrangements. Liaise with vendors as needed.
7. Facilitate negotiation and approval of institution and vendor contracts as per requirements from the Provost Office and Contracts Administration (allow two-three months for routing).
8. Create budget in coordination with the faculty based on itinerary and program activities.
9. Coordinate with the Academic Affairs Business Office (AABS) on fee approval, program account setup, processing of invoices, payment, working fund abroad, and Concur registration.
10. Post program fees to student accounts and monitor their payments.

Liaison with Campus Administrative Offices:

11. Liaise with Student Business Services regarding student account issues and program fee postings.
12. Liaise with the Office of Scholarship & Financial Aid regarding financial aid, scholarships, and grants.
13. Provide Faculty Briefing to discuss roles and responsibilities, emergency response, and financial matters.
14. Coordinate travel, visa (if applicable), and other arrangements for faculty participating in the program.
15. Purchase faculty airfare as per university guidelines and Concur requirements.
16. Provide post-program evaluations to assess the success of the program.
17. Coordinate with faculty for requests for special accommodation due to disability or medical condition.
18. During the program, serve as the university main contact for questions that may arise.
19. Upon return, conduct a debriefing meeting with faculty.

Student Applications and Registration

- 20. Assist faculty review and selection of students through application portal.
- 21. Based on qualifications and prerequisites set by the program leader, screen and process applications.
- 22. Advise students on application process and confirmation, funding opportunities, additional budgeted expenses, travel preparations and requirements.
- 23. Assist students with travel arrangements for group reservations, itineraries, and visas (if needed).
- 24. Guide students with registration in the study abroad courses and assist Registrar with that process.
Note: The students will purchase international airfare individually.

Student Orientations:

- 25. Provide program information and orientation material on SAPO website.
- 26. Provide general financial aid information sessions (in the fall and spring).
- 27. Develop and deliver two program specific orientations for students:
 - Orientation 1: Travel, finances, logistics, country information.
 - Orientation 2: Safety, health, emergency preparation.

Faculty will typically organize additional sessions for the group.

Emergency and Health

- 1. SAPO serves as a central point-of-contact in case of emergency (available 24 hours/day, 7 days/week).
- 2. Assist faculty with emergency and risk assessments based on itinerary.
- 3. Monitor and notify faculty about Department of State travel alerts, warnings, and updated consular information sheets.
- 4. Purchase international insurance and emergency coverage through CISI for faculty and students. Provide information and insurance cards before departure.
- 5. Collect copies of students' passports, medical authorization and information, and emergency contact information for faculty.
- 6. Register students and faculty with the U.S. Department of State.
- 7. Guide faculty and students when emergency system has been activated.

I have read the above document and understand the role the Study Abroad Programs Office provides to support my program..

Name of Program

Session / Year

Faculty/Program Leader(s)

Advisor
Study Abroad Programs Office