



STUDY ABROAD POLICY – INTERNATIONAL FACULTY LED PROGRAMS

Rev. January 28, 2010

Office of Study Abroad, St. Louis, MO

Faculty-Led Programs Procedure

Faculty led short-term study abroad programs enrich the curriculum by taking learning to new dimensions outside the classroom and the country. These programs allow participants to understand the world around them by immersing them in other languages and cultures. The learning experiences afforded by these programs helps support the University's mission of transforming students for global citizenship and individual excellence. They are also a necessary alternative for students who cannot accommodate international year-long or semester programs. Members of the Webster faculty are invited to plan and propose short-term study abroad courses.

I. OVERVIEW

This policy applies to the consideration and approval of faculty led short-term study abroad programs originating from Webster-St. Louis all of which are to be endorsed by the submitter's Department Chair and Academic Dean. The proposal will be reviewed by Academic Affairs for final approval.

Academic Affairs reviews requests for short term faculty-led programs, non-Webster programs to which Webster University students hope to apply, and other study abroad issues that may affect the academic integrity of the offerings.

It is the responsibility of the Office of Study Abroad and Academic Affairs to review and approve any international study plan, including issues of student safety and security.

II. DEFINITIONS

Webster Program

A Webster Program is one that is administered or authorized by Webster University. Study at any Webster international campus is a Webster program, as are short-term faculty lead programs conducted by Webster University faculty. A program provided by an official partner institution is also considered to be a Webster program.

Short-Term Course

Short-term courses are usually not included in the regular course schedules of our campuses. They are faculty-led island programs having a duration determined by the faculty member as required by the course objectives. They are designed to broaden educational opportunities through first-hand learning experiences in international locations.

Under normal circumstances, short term program exclude study abroad travel awards. Students who participate must pay tuition for the credits earned as well as additional program fees.

III. GENERAL GUIDELINES

A. Basic Guidelines

1. Academic Considerations

- The academic integrity of the short-term program must not be compromised. The program must be clearly educational in nature.
- Academic standards and requirements for a short-term program must be the same as of those offered on campus.
- The program must be pre-approved by the academic department and dean each time the short-term program is to be offered.
- All participants are Webster University students.

2. Safety, Security and Liability Considerations

- The students' safety and security are not to be compromised by the international experience.
- Liability issues must be considered when planning and implementing the program.

3. Faculty Responsibilities

- Faculty leaders are expected to travel with and stay with the students throughout the course of the program.
- Full or part-time Webster University faculty may offer a short-term program through Webster University.

4. Review and Approval

- The program is subject to review by the Office of Study Abroad and a final review and approval by Academic Affairs before the program is offered and advertised to the campus community and general public.

B. Fiscal Considerations

1. Budget

The purpose of a budget is to ensure sufficient funds for a program's need. The Office of Study Abroad director will create the budget based on information provided by faculty members and in consultation with them, as well as with information obtained from service providers.

- The programs should be affordable.
- The programs should cover its expenses; that is, they should at least “break-even” according to University guidelines.
- Faculty travel (airfare, ground transportation), accommodation, meal allowance, entry fees and other out-of-pocket program expenses are generally provided and included in the program budget.

2. Compensation for Faculty Leaders:

- Unless applicants waive compensation or arrange for alternate compensation through their departments or deans, it is anticipated that faculty leading short-term programs will be compensated at the prescribed adjunct rates.
- Faculty salaries for non-summer programs are paid by the institution, because the course is part of a faculty member's load.
- Faculty salaries for summer programs are paid by the program which retains the tuition.

3. Revenues and Expenses

- Full Tuition Revenue: For summer programs, tuition (less an overhead charge) is retained by the program (department). Faculty salaries and academic expenses are supported by the tuition collected; faculty expenses and direct out-of-pocket expenses are paid in the program fee (lab fee) “attached” to the course. Each academic department is responsible for coding the corresponding lab fee and entering in CARS.
- Partial Access to Tuition Revenue: The study abroad program (non summer) is allowed “access” to tuition dollars (less an overhead charge) to pay faculty member(s) salaries and academic expenses. The financial model will not include these faculty related costs as expenses or the tuition as revenue. Faculty expenses and direct out-of-pocket expenses are paid with the program fee (lab fee) attached to the course.
- Study Abroad Fee: The fee varies by program and is set by the Office of Study Abroad. It covers the students study abroad insurance, guidebook, international student identification card, and so on.

4. Student Billing and Collection

- The Office of Study Abroad will inform the Business Office of the program and its related fees as soon as they are approved by Academic Affairs.
- The Business Office will adequately reflect the charges on the students' bill.
- Webster University may require a confirmation deposit, usually all or part of the study abroad fee, from each student. The nonrefundable deposit is usually due at the time the Student Application form is sent to Webster in order to confirm a place in the program. The University guarantees space on the program for the participant upon receipt of this non-refundable deposit.
- Tuition remission and tuition exchange are eligible for a short term study abroad program and would be subject to a special program fee. Payment is expected by the date assigned for each program (see timetable and deadlines below).
- Non-Webster students will be billed the tuition and program fee as soon as they are registered. These students must pay their bills according to the timetable.

5. Cost Changes and Contingency Funds

Since programs are planned significantly in advance of the travel dates, it may be difficult to know the exact price of certain item in the budget. In the event of variances in the program costs the following will apply:

- If costs increase less than 10 percent, the University will absorb the increase; if costs increase more than 10 percent, any increase over this percentage may be passed on to the student.

5. Unused Funds

If the program generates funds over and above the estimated amount, the University will retain the money to support future programs.

6. Tracking Expenses and Reporting Deadline

- Faculty members must document every expense so that the program's accounts can be reconciled upon return. They shall prepare a travel expense report.
- Faculty members should submit a copy of the expense report to the Office of Study Abroad no later than 10 days after the end of the program. This gives the administrator the opportunity to check the reports and clarify any discrepancies before important details are forgotten.

IV. DEADLINES

To be considered, all program submissions (proposals) should be presented to the Office of Study Abroad by the dates shown below. The table also shows the dates for approval/denial, appeal dates, and student application dates. The deadlines are designed to allow sufficient time for approvals, advertising and promotion, course finalization, and student registration and orientation.

Program Timetable and Proposal Deadlines

	Fall Break	Winter Break	Spring Break	Summer Break
Submission/Proposal	February 28	April 30	June 30	August 31
Approval/Denial by Academic Affairs	March 15	May 15	July 15	September 15
Appeals Deadline	March 31	May 31	July 31	September 30
Reconsideration by Academic Affairs	June 30	June 15	August 15	October 15
Student Application Deadline with Deposit	August 31	September 30	December 31	January 31
Student Full Payment Due	September 15	November 30	January 31	March 1
Program Timeline →	Mid October	December to January	Mid March	May to August

* Each program will have its specific payment schedule, including a deposit.

V. NUMBER OF STUDENTS AND STUDENT APPLICATION DEADLINE

A. Number of Students

The minimum and maximum numbers of students are determined by physical limitations as well as academic considerations. Because each program will have a number of variable expenses, the size of a group will affect the budget. Most short-term programs have a minimum of eight (8) students, which helps in distributing the cost of the program among a good number of students. Budget preparation will be based on faculty input but is subject to review by Academic Affairs.

In the event that the minimum number of students is not reached by the course closing date, the faculty leader may ask that a new minimum be considered based on new information. The budget could be modified to accommodate a lower number of students, provided the modifications do not compromise the academic integrity of the program or results in a financial loss. The OSA and Academic Affairs will review the request.

1. Student Application Deadline

Applications are reviewed as they are completed; therefore, admission into programs is rolling. The date for “closing the course” shall be at least 60 days prior to the scheduled start of the program. This allows enough time for the proper orientation of students to take place and for final preparation of the program. Said deadline will be included in the promotional material for the program.

VI. FACULTY RESPONSIBILITIES

- Faculty leaders/organizers must provide a clear statement of the short-term study abroad program goals.
- Faculty leaders must provide a course description, syllabus (including lecture topics) schedules, and a detailed itinerary.
- Educational lectures must be scheduled daily and itineraries should be full with limited free time scheduled.
- Promote the program and recruit students.
- Faculty must travel with group for the complete program.
- Faculty must meet with the Office of Study Abroad and Administration Services to discuss risk management and related matters.
- Prior to the program's departure, faculty leaders must inform participants of any physical activity that may be required during the program (i.e. bicycling, hiking, walking, etc.)
- Faculty leader must be available to answer questions from prospective students about the course and program expectations.

Note: Students are required to stay with the program until the final date of the program as announced and to complete its academic requirements as established by the faculty leader. Participants are expected to comply with all Webster University regulations. Faculty leaders may establish additional requirements that are essential to the students' achievement of their educational goals. The program leader may dismiss from the program any student who does not comply with the relevant regulations and requirements and warns participants if they are not acting in compliance with program regulations. Participants are expected to take responsibility for changing their behavior or risk early dismissal and consequent loss of time, money, and academic credit. Webster University does not grant program fee refunds to students who are dismissed from their programs.

VII. ACADEMIC DEPARTMENT RESPONSIBILITIES

- Set up the course and add it to CARS.
- Set up any lab fee and enter them in CARS.
- Faculty and departments will assist with developing a marketing strategy for the program/course.
- Promote the programs.
- Enroll students; collect the grades for the course/program.
- Respond to questions from prospective and enrolled students.
- Ensure students complete a survey of their experience at the completion of programs.

VIII. OFFICE OF STUDY ABROAD (OSA) RESPONSIBILITIES

- Coordinate program requirements with faculty leader(s) and develop financial models.
- Director shall meet with faculty member(s) and Administration Services on risk management issues.
- Review all applications and present them for final approval:
 - Financials to be approved by the Academic Affairs finance officer.
 - Administration Services to approve from risk management perspective.
- Assist in developing the marketing strategy and materials.
- Promote the programs.
- Advise students about the programs, including costs, expectations, insurance, etc.
- Coordinate students' applications.
- Accept study abroad fees.
- Coordinate with faculty leader the international travel component of the program, as required, including:
 - Air transportation
 - Local transportation (internal and ground)
 - Accommodations
 - Meal plans
- Ensure students complete a survey of their experience at the completion of programs.

IX. SUBMISSION AND APPROVAL OF PROGRAM

1. Submission

Webster faculty may propose short-term study abroad courses using the Faculty-led Short-term Program proposal form that is available from OSA. The application must be endorsed by the sponsoring department's chair as well as by the appropriate dean. If the course is to be cross-listed with another department, that department's chair and dean must also sign off on the proposal. Proposed courses must carry a minimum of 3 credits.

The faculty leader must submit the endorsed proposal to the Director of the Office of Study Abroad. The proposal must include the estimated expenditures (budget) for the program; the expenditure form is available from OSA.

2. Review and Approval

The Office of Study Abroad reviews the proposal and, if complete, submits it to Academic Affairs for their review and final determination.

Applications that are not approved will be returned to the submitting faculty member with an explanation of the decision made. Academic Affairs may ask for additional back-up information for further review.

Appeals may be made to the Vice President for Academic Affairs.

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