



KENT STATE
UNIVERSITY

Office of Global Education

APPLICATION FOR STUDY ABROAD PROGRAM REGISTRATION

- University policy 3342-5-17 requires that all faculty-led study abroad courses or programs in which Kent State students will travel internationally must be registered with the Office of Global Education a minimum of one semester prior to departure and that the associate provost of global education must approve each course or program for it to be eligible for implementation.
- To begin this process, the faculty leader and his or her department, school or college must complete and sign this three-page form.
- Please direct questions and return this form to:
Rachael Mundie, Education Abroad Advisor / Office of Global Education,
106 Van Campen Hall / Phone: 330-672-7981 / Email: rmundie@kent.edu

Faculty/Staff Leader name(s): _____

Department/School: _____

Course/Program Name: _____

Program Dates: _____

Countries to be visited: _____

Deadline for accepting applications or enrolling students: _____

Program Purpose / Objectives / Itinerary / Activities: Attach a **syllabus**, a **tentative budget** with student costs, and a **tentative itinerary** that includes destinations as well as all anticipated academic and non-academic activities. Please use the budget template and sample itinerary contained in the Faculty-Led Study Abroad Manual.

Marketing: If available, attach relevant brochures, marketing materials, website address, etc.

Roles & Responsibilities for Faculty-Led Study Abroad Programs

The Study Abroad Instructor carries most of the responsibility for developing and executing his or her program, including but not limited to, program proposals, logistics, student recruitment, orientation, and the study abroad experience itself. Responsibilities of the Study Abroad Instructor include:

1. Developing a course that is not a glorified field trip, but rather maintains academic rigor and curricular relevance.
2. Determining that your chosen destination is relevant to learning outcomes and that it will not be a dangerous environment for the students or pose a threat to their health or safety.
3. Obtaining Department, School, and/or College approval to teach the proposed study abroad course. (Procedure to be determined by Department, School, and/or College.)
4. Obtaining approval from the University Registrar's Office if your program does not fall within standard term.
5. Working in close cooperation with OGE Education Abroad throughout planning and execution.
6. Following the protocols of this Manual, including completion of this Registration Application and submitting required materials.
7. Making or coordinating all logistical arrangements relevant to the academic content of the course, as well as all that is involved in shepherding students to and through foreign countries.
8. Preparing and submitting necessary agreements and/or contracts with other instructors, tour companies and/or guides, or other entities to OGE and the Office of General Counsel before being signed by your dean.
9. Recruiting students, promoting the program, and conducting information sessions.
10. Holding and/or assisting with pre-departure orientations for students, and attending the mandatory OGE pre-departure meetings for faculty.
11. Carefully reviewing the Guide to Managing Crises and Emergencies, which will be reviewed in one of the mandatory faculty meetings and can be obtained from OGE Education Abroad, and creating an emergency preparedness plan for each destination visited during the program.
12. Explaining risks, precautions, and crisis management plans to students.
13. Understanding and valuing other cultures and cultural differences.
14. Respecting the destination host country.
15. Maintaining professional and courteous behavior at all times with Kent State on-campus staff, international staff, international liaisons, students, and parents.
16. Setting an example of leadership and ambassadorship while traveling with the students.

The OGE Education Abroad Division provides direction and assistance in the development of faculty-led study abroad programs and is a valuable resource for faculty wishing to understand and deal with the many issues and logistics involved in study abroad. The Education Abroad staff will assist with most aspects of study abroad except academic course content. The staff can provide assistance and support with visas, insurance, marketing, planning and logistics, and can offer information and consultation on such issues as travel warnings and safety. The staff can also provide a list of other study abroad programs for reference and to avoid duplication of programs during the same academic year. The staff will provide or assist with pre-departure and re-entry orientations for students, and will hold mandatory pre-departure meetings for students and for faculty.

Agreement and Approval:

By signing and submitting this form, **the faculty study abroad leader/instructor** agrees to the responsibilities listed above. He or she also agrees to review and/or complete as directed all of the following, which are contained in the Faculty-Led Study Abroad Manual:

1. Minimum Requirement List
2. Checklist
3. Waiver of Responsibility
4. Student Conduct Agreement

The Department, School, or College of the Study Abroad Instructor (as preferred within the unit) has the role of approving individual faculty proposals if the course proposed is in keeping with the unit’s mission and goals. The Department, School, or College is responsible for oversight of academic content and for managing the program budget and financial transactions.

By signing and submitting this form, **the Department or School, and College** agrees to be responsible for any and all financial responsibility surrounding the study abroad program. The department/school/college is responsible for setting minimum enrollment necessary to hold the course. If minimum enrollment is not reached, the department/school/college shall make the decision whether to cancel the course or subsidize it. The department/school/college is responsible for establishing the student program fee calculated for the minimum, estimated, and/or desired number of students. *If there is a difference between the final budget and the actual costs of the study abroad program, the department/school/college will be responsible for any excess costs, whether they be due to unforeseen or unexpected expenses, student withdrawals, incorrect budgeting, or any other reason.*

Before submission, both the faculty program leader and the appropriate Department Chair, or School Director, Budget Manager, and College Dean or Appointing Authority must sign below, signifying their approval of the application and their acknowledgement of the responsibilities as described.

_____	_____	_____	_____
Faculty Program Leader	Date	Chair or Director	Date
_____	_____	_____	_____
Budget/Resource Manager	Date	Dean or Appointing Authority	Date