



Summer faculty-led study abroad procedures

1. **Proposal:** All faculty intending to participate in a faculty-led study abroad program are required to submit the following documents:
 - Study Abroad intent form
 - Study Abroad proposal

Colleges are required to submit their faculty's study abroad intent forms to the Office of International Education (OIE) by **September 1st** for programs traveling the following summer. Completed proposals are due to the OIE by **October 15th** however, extensions are possible. The proposal approval process is outlined on the study abroad proposal form.

2. **Program promotion and materials:** Once a program has been approved, the Office of International Education will create tailored flyers for each program in consultation with the lead faculty.

The study abroad fair will take place no later than the **3rd week of October**. OIE will reserve the event space and provide the tailored flyers for each program. OIE will invite the Office of Financial Aid and Honors Program to participate in the fair, and will also provide information about scholarships. An additional information session will be organized by OIE in **January**.

3. **Student applications:**
 - a.) The study abroad student application will be available once a program has been approved by the President's Office. The application consists of 3 components:
 - Application form
 - Program budget sheet
 - \$100 deposit towards the program cost
 - b.) All study abroad students are required to submit each of these components to the Office of International Education to apply for their program. In the case that the program or the student doesn't travel, deposits will be refunded to the students so long as program expenses have not been accrued by the student.
 - c.) For summer faculty-led study abroad programs, student applications will be accepted until February 25th, though late applications will be accepted on a case-by-case basis.

4. **Final approval:** March 1st is the deadline for programs to meet their minimum required enrollment. Final program approval will be given by the Dean's Office by March 15th. Final course approval is contingent upon the faculty's contractual guidelines. Guidelines may vary within the College.



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5. **Logistical planning:** Once programs have been approved and minimum enrollment has been met, faculty will work with Education Abroad Coordinator (EAC) to organize the travel planning for approved students. Faculty have 3 options for logistical implementation of programs.

1. EAC facilitated – all program expenses are purchased by EAC and charged through his/her corporate card

2. Professional Travel facilitated – faculty leader will organize travel details with the university approved agent, Professional Travel, and billing will be completed by OIE.

c. Third party - faculty will work with in-country preferred vendors. All third party vendors will require an active contract with Ferris State University and per *Section III C. of Business Policy 2012:13 – Contracting Policy*, “The University’s General Counsel’s Office or Board Counsel, prior to execution, must review all contracts with a foreign entity.”

6. **Financial management:** OIE serves as the FOAP manager for all programs. Prior to travel, faculty and OIE will agree to final budget for the program and this budget will be shared with the sponsoring faculty’s Dean’s office. The sponsoring faculty’s Dean’s Office be responsible for any expenses that occur outside of the final budget.

7. **Billing:** All student billing for summer programs will take place on April 15th. Students will be provided with a detailed receipt prior to travel with all program expenses. Faculty will not directly take funds from students for any program expenses. Final costs for the program should be set by the faculty by April 1st to ensure the April 15th billing date.

8. **Faculty travel:** All faculty are expected to abide by *Business Policy 2012:15 - Transportation and Travel Policy*. A copy of this policy will be provided to faculty by OIE at the time of program approval.

9. **Pre-departure:** The Office of International Education will invite all students to participate in a pre-departure orientation meeting during the month of April. Prior to departure, student enrollment will be verified and shared with the sponsoring College. Only students enrolled in pre-approved classes will be permitted to travel.

10. **Crisis Management:** In the event of an emergency, faculty can consult with the Crisis and Risk Management Guide (CRMG) and with OIE.

11. **Non-summer programs:** For faculty-led programs traveling at other times during the academic year, the timeline will be determined in consultation with the faculty and Dean of the sponsoring college and agreed upon during the proposal process.