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The Center for Global Engagement has created this handbook to serve as a resource for UNGsponsored study away program directors. Any of the documents referenced in this handbook can be found on the Center for Global Engagement website



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*Revised October 2020 by the CGE sta . The following resources were also used in compiling this handbook: multiple sections of the NAFSA website (nafsa.org), the 2012-2013 University of Northern Iowa Handbook for Short-term Instructor-led Study Abroad Program, and the Guide to Successful ShortTerm Programs Abroad edited by Sarah E. Spencer and Kathy Tuma.*

## **P E-DEPA E**

### **O**

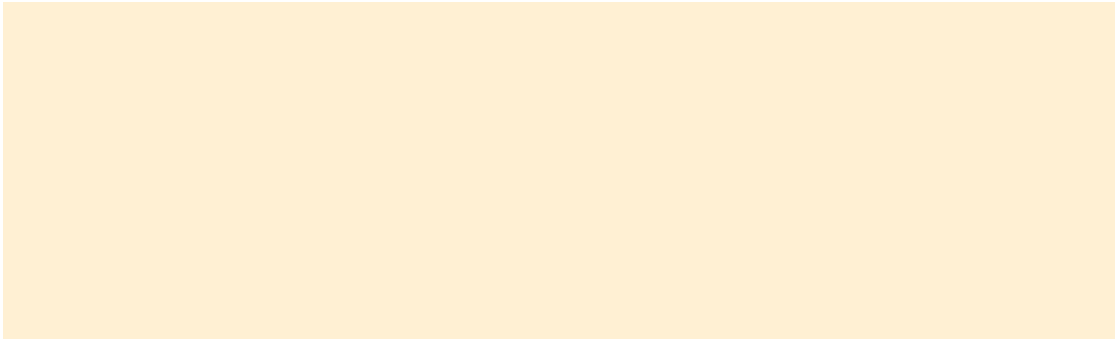
- Contact the CGE – obtain the Site Visit Form and Study Away Handbook
- Determine program feasibility
- Confirm institutional support
- Draft marketing plan

### **-10**

- Submit budget and program proposal
- Obtain program approval

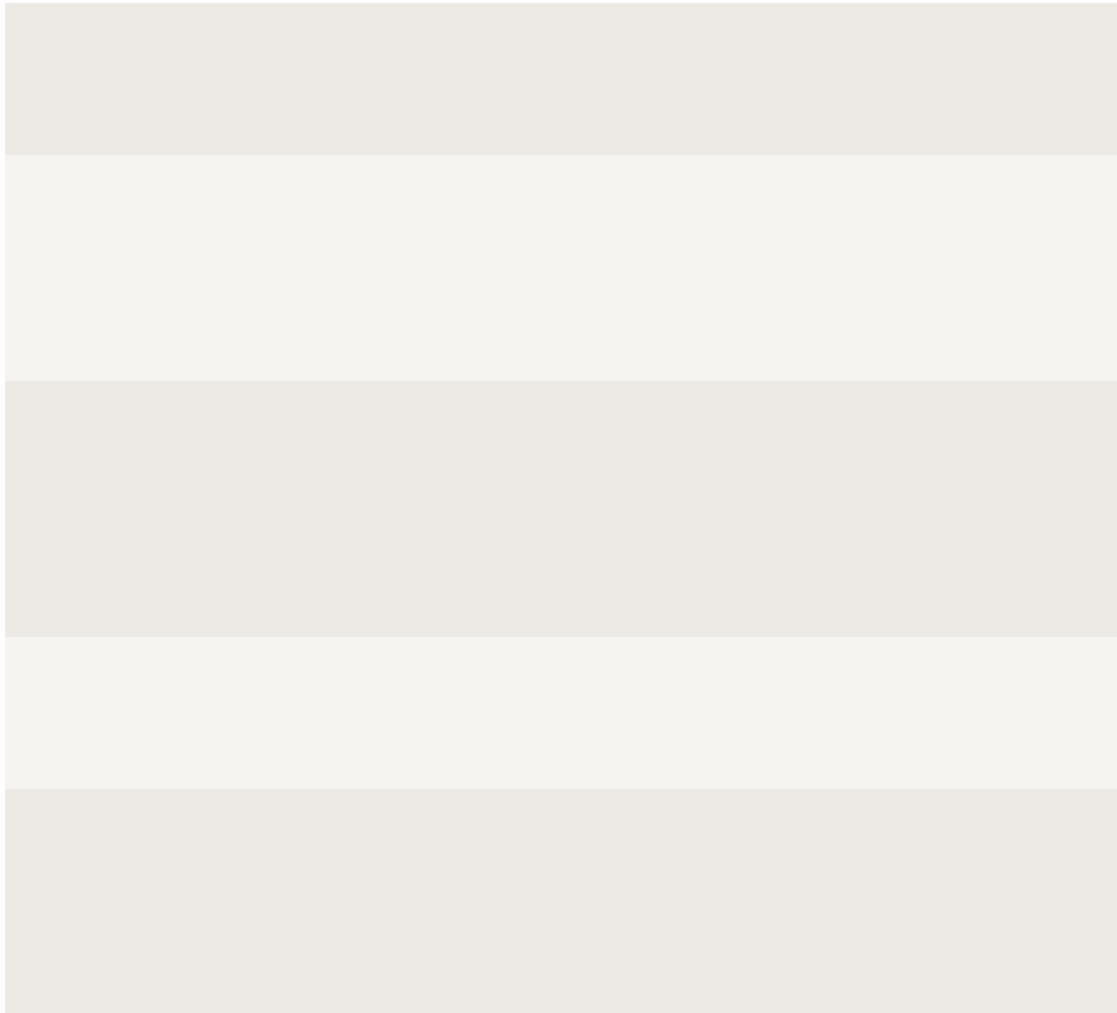
### **-**

- Complete faculty travel authorization
- Attend New Program Directors Orientation
- Submit program brochure information
- Market and recruit student participants



## THE CENTER FOR GLOBAL ENGAGEMENT

One of the functions of the CGE is overseeing faculty-led, short-term study abroad and study away



# ROLES AND RESPONSIBILITIES

## HE DEN

Program directors and students on UNG Study Away programs serve as representatives of the University of North Georgia. Students are expected to conduct themselves in a manner befitting this important role. The student is expected to do the following:

### C

- With the UNG Student Code of Conduct
- With all appropriate requests and directives of the program director and CGE advisor
- Comply with all applicable laws and regulations in the host location



# PRE-DEPARTURE

## PROGRAM APPROVAL

### 1. ASSESSING INTEREST

Before selecting a program site and starting work on program development, it is important to assess the amount of interest among the student population. Promoting a program in a geographic or academic area without an existing core of interest is difficult. Through aggressive marketing, it is possible to develop student interest. Please keep in mind that a determined effort and significant preparation time will be necessary. Some methods of assessing interest include:

- Gathering evidence from the appropriate departments on the number of students enrolling in classes in the subject or major area of study.
- Determining whether similar programs have been offered at University of North Georgia or the University System of Georgia. Contact the Directors of such programs to determine the enrollment history and any problems encountered.
- Surveying students formally or informally for interest.

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### 2. SITE SELECTION

The most common reasons for choosing a program site involve academic interests and contact. A contact at an institution, however, is not reason enough to launch a study away program.

Consider the following questions:

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### 3. CO E DE ELOPMEN

Program directors must be especially vigilant in the area of academic integrity. The reputation of all study away programs can be diminished by the practices of any program that does not keep academic integrity as a top priority. Some of the issues that must be considered while developing a program:

- Courses taught should have the same number of contact hours as on-campus courses. If a program's duration is only 5 weeks rather than 15 weeks of a regular semester, students will have to attend courses three times as often as on campus. Such programs are intensive and students do not perform well if overburdened; therefore, (n)2.4 (t)-13.8 (s d)-9.3 (o)-10 ( )TJE.8 (b)0.5 (u88m947c5ETEM
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## 5. REVENUE AND EXPENSE

In order to obtain approval for a program, program directors must prepare an overall budget for the program which indicates all expected revenue and expenditures.

### TIUITION & FEE

Students will be responsible for paying the following in addition to program costs:

- UNG tuition (which will vary depending on number of credits and tuition rate per student)
- UNG technology fee
- UNG institutional fee

Other fees for students are waived.

The total tuition revenue for a specific program must be enough to cover all faculty and staff expenses (salary, benefits, travel, etc.).

### PROGRAM FEE

Program fees include all expenses that the program will pay on behalf of the students which could include classroom rental, administrative costs on site, site visit(s), guest speakers, on-site staff, and travel insurance.

An additional 5-7% reserve fund should be included to the account for fluctuations with unexpected costs and to ensure that the institution can meet reasonable contingencies. A program's budget must show that its revenues will be sufficient to cover all expenditures.

The full Study Away Refund Policy can be found on the [CGE website](#).

## FACULTY SALARY & EXPENSE

Study away programs vary widely in terms of structure and method of operation. For this reason, it is difficult for the University of North Georgia to specify a single system of faculty compensation for participation in study away programs. In general, the total tuition revenue for a specific program must be enough to cover all faculty expenses (salary, benefits, travel, etc.). Each program must consult with the Director of the Center for Global Engagement and their Dean.

All study away programs must comply with the accounting procedures issued by the Board of Regents. A Departmental Sales & Services Account and a Tuition Account will be established by the University of North Georgia Comptroller Office at the request of the Center for Global Engagement. These accounts will be managed by the Center for Global Engagement to ensure that they meet the Board of Regents financial guidelines.

All study away accounts will be updated and reconciled by the CGE on a monthly basis utilizing Microsoft Excel and PeopleSoft. The reconciliation should provide verification that all revenues and expenditures were recorded on a timely manner to the correct accounts. Program directors may request verification of revenues and expenditures to CGE staff as needed.

### TIUITION ACCOUNT

Tuition fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. The total tuition revenue for a specific program must be enough to cover all faculty expenses (salary, benefits, travel, etc.).

## DEPARTMENTAL & RESERVE ACCOUNT (D & R)

DS&S fund expenditures are subject to all of the purchasing laws, rules, and regulations normally governing state funds. In general all student-related expenses should be paid out of the DS&S account.

### 5.1 Recruitment Expenses

Program directors are required to submit all of their recruitment expenses such as recruitment fair registration fees, mileage, and any other travel related to program recruiting directly to the CGE. The CGE will then make sure that all of the pre-trip expenses are recorded accurately and are paid out of the appropriate account.

### 5.2 Student Payments

All student payments should be submitted online through Terra Dotta or at the Business Office with a deposit slip provided by CGE. Program directors should not take payments from students. The CGE does not take payment from students.

All accepted students will pay for their mandatory tuition & fees directly through their Banner account upon registration. The tuition money will be reflected into each program's tuition account and will be used to pay for program director's expenses.

### 5.3 Payment Processing

All requests for payments of invoices related to a study away program must be made through the CGE. The CGE Business Officer will be in charge of processing all payment requests. Program directors are required to provide invoices from vendors to the Center for Global Engagement:

**Requests can take up to 20 business days to process, so please submit the invoices in a timely manner.**

Requests for funds to be transferred to another bank for purposes of the trip must be submitted

## TRAVEL ARRANGEMENTS

Group travel arrangements can be made through a travel agency or individual service vendors.

i.e. hotel, bus, airline, etc. A group is typically designated as 10 or more travelers. Program

Directors should contact the service providers for quotes and research the best travel

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## THE ONLINE APPLICATION

All students must complete an online study away application in TerraDotta. A comprehensive list of application requirements can be found on the [CGE website](#).

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### 1. APPLICATIONS

#### 1.1 Credit Bearing

Credit bearing programs are the most common type of short term program at UNG. Similar to a non-credit bearing program, a credit bearing program is approved by the faculty's department head, dean, the CGE Director, and the UNG Cabinet. The approval is based on the following criteria, but not limited to: academic and cultural integrity, logisri(en.8 0 0 u-7.g p)g(te)O (d c)n7 (rian £0 (d c)a2)6 (m)9 (il)-3.9 (an1.1 7)-3.5 (n)-10.9 (e)l48.7 (, l)-4

Students with declared disabilities who are considering participation, should consult with the Coordinator of Disabilities Services to review Sections IV and V of “Academic Program Access for Students with Disabilities,” the official policy manual of University of North Georgia. They also should make sure that all their documents for obtaining services at the institution are current and complete.

## REGISTERING STUDENTS

Students will be enrolled in classes based on the Course Equivalency/Selection Form. The program director must guide transient students through the admissions process to not only the program, but also to the University of North Georgia. Following the completion of the Course Equivalency or Course Selection forms, the CGE will register students. Please visit the [my.ung.edu](http://my.ung.edu) portal for the complete University of North Georgia Registration Policy and the current University of North Georgia Forms for Grade Assignment of Incomplete and Grade Change.





## ORIENTATION

Orientations help students prepare for the experience of going on study away and position them to reap the greatest benefits of the study



## ORIENTATION

After arriving in the host location, it is mandatory that the program director hold an on-site orientation. This orientation plays a significant role in the success of the program, because it sets the tone for the remainder of the program. When preparing the agenda, you should consider the length of the program, the type of student, and the coursework. This is an ideal time to establish trust and clear lines of communication between the students and program director. It is important that they know how to contact you in the case of an emergency.

The orientation should cover the following topics:

- Arrival and Survival: housing location, how to call home, area maps
- General Information: program itinerary/ calendar, money & banking, communication, health & safety, transportation
- Accommodations: describe housing type, local social norms, host's expectations of the students, and confirm participants are satisfied with their housing arrangements

This orientation should be held on the day after arrival; this will allow the students to get settled in as well as help combat jet lag.

## RISK MANAGEMENT

All faculty and staff who work on T55q9767.da4 8.6 (m)-12 (o)-1

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# POST PROGRAM



