



FACULTY LED HANDBOOK

FIFTH EDITION

UAB The University of
Alabama at Birmingham.

Education Abroad



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INTRODUCTION

Thank you for choosing to commit your time and energy to providing a quality study abroad experience to UAB students. One of the primary goals of Education Abroad (EA) is to make international learning experiences available to every UAB student. Students who might not otherwise have the opportunity to study abroad are able to experience learning and living in an international setting through short term faculty-led programming. These opportunities would not be possible without your dedication and efforts as a faculty director.

Your decision to lead a UAB study abroad program will give you the opportunity to reach students in a new and different way. You will likely be spending much more time with your students, both in and out of class, and you will serve not only as their instructor, but also as an advisor, mentor, cultural liaison, disciplinarian, and a myriad of other roles during your time abroad. The role of faculty director requires a great deal of time and commitment, but the rewards are well worth the effort.

This handbook is designed to prepare you for this responsibility and provide you with the information you will need to develop and implement a successful program abroad. It is intended to guide both first-time and more experienced faculty directors through the process, from preparing the proposal to returning home after the program. Education Abroad will be your partner throughout your time as a faculty director, and this handbook will help you learn more about the resources available to you through our office.

All faculty directors, including those who have previous experience leading programs, should take this handbook abroad to use on site.

The success of UAB faculty-led study abroad programs reflect the initiative and hard work of the faculty directors. We appreciate your commitment to building this tradition and look forward to working with you.

We wish you a safe and rewarding experience abroad with your students!

Office of Education Abroad Staff

SPECIAL THANKS: We would like to thank the University of Texas at Austin and the University of Alabama for their permission to adapt portions of their faculty handbooks for inclusion in this publication.

PROPOSING A PROGRAM





The roles and responsibilities of the faculty leader extend far beyond the traditional classroom setting. Education abroad is a 24/7 involvement for participants and directors, faculty and staff alike. This means that you will handle non-classroom issues and situations which differ significantly from the demands and challenges of the classroom environment. In your position as director, faculty or staff, daily interactions and close living quarters will acquaint you with student life and culture outside the classroom. You will need to establish appropriate boundaries between you and the students while you are staff member in charge of an Education Abroad program.

As you undertake the role of Education Abroad Faculty Director, it is critical for you to understand and accept that you are a role model. Your behavior, actions, and words will always be on display. You will want to maintain professional and neutral relationships with all students in your group, and avoid displays of preferential treatment and/or favoritism. Such displays, at best, will be resented by students and, at worst, misunderstood and considered objectionable.

Above all, you will often have to put the needs of the students above your own and view this experience as a team effort, not an individual one.

WHY STUDENTS CHOOSE FACULTY-LED PROGRAMS

When considering a proposal for a faculty-led program, it is helpful to keep in mind why some students choose this type of program. Students who decide to participate in a faculty-led program are likely to do so for one or more of the following reasons:

-  *The desire to go abroad with a UAB faculty member.* The faculty member may have a reputation or teaching style that attracts students. The student may feel more comfortable going abroad with someone they know and have a relationship with prior to departure and whom they view as a representative of the University abroad.
-  *Interest in a particular course.* The assurance that credit for an exact course will be received abroad is a particularly attractive feature of UAB faculty-led programs.
-  *The appeal of a UAB-sponsored program.* In uncertain times, some students prefer things that feel safe and familiar, like UAB. Also, going on a UAB program can be comforting for parents and students alike because they are assured the same quality teaching experience the student would have received in Birmingham and the support of the EA throughout the program cycle.
-  *The appeal of a program that is pre-planned.* Many students want the independence of being abroad but may find an independent immersion experience daunting. The current US student culture increasingly leads to student selection of highly structured programs.

PROGRAM APPROVAL PROCESS

A successful proposal starts long before the submission deadline for these programs. This handbook is intended to clarify the elements of a strong proposal as much as possible, but it cannot replace the valuable guidance provided by EA staff. For new proposals, faculty members are encouraged to

contact the EA Associate Director early in the fall prior to the application deadline with a draft proposal for review and feedback. Application forms and instructions for faculty-led programs are available in the “For Faculty” section of the [Education Abroad website](#).

Preparing and submitting the proposal (for both new and repeat programs):

1. Faculty are encouraged to schedule an appointment to discuss the proposal with the EA Associate Director.
2. Consult with academic advisors and course schedulers for compatibility of proposed course with departmental and college curriculum, as well as for any cross-listing possibilities. Ideally, proposed courses will satisfy major, minor, or core curriculum requirements.
3. Consult with your department chair to seek support and obtain signature.
4. Submit the proposal packet, with the endorsement of the department chair and dean, to EA by the applicable deadline.

A complete proposal packet consists of the following:

1. Approval form, complete with signature of the department chair and dean.
2. Course description and syllabus for each course proposed. UAB courses abroad must follow the UAB syllabus requirements set forth by the University’s policy for providing and posting course syllabi.
3. The proposal itself, which describes many aspects of the proposed program, including its connection to the proposed location, significance to the department/college, appeal to students, and the faculty member’s relevant experience (required questions and further details are included in the application).

Following the application deadline, Education Abroad will read and assess the relative merits of each proposal to make approval recommendations based on the location, the course(s), and the proposed faculty director.

Questions central to the review process include the following:

1. Program design:
 - a. Can the program be implemented safely and successfully?
 - b. Can the program attain an enrollment of 10+ students? (a minimum of 10 students is required)
 - c. Can the program be implemented for a reasonable cost that is not prohibitive for students?
 - d. Is the program appropriate for students with any level of international experience, including first- time travelers?
 - e. Are the content and delivery of the course(s) enhanced by the international location?
 - f. Do proposed excursions or field trips have academic relevance to the course?
2. Faculty expertise
 - a. How familiar is the faculty member with the proposed international location? (e.g. professional connections, experience visiting/living/working there, language abilities, etc.)
 - b. Has the faculty member successfully taught the proposed course or a similar course at either UAB or an international course location?
 - c. Is the faculty member available to recruit and orient students during key periods

- throughout the fall and spring semester preceding the program?
- d. Is the syllabus complete and does it reflect a course that offers an academic experience that meets UAB standards?
3. Fiscal Responsibility
 - a. Does the significance of the proposed program location justify the cost?
 - i. When addressing this question, the most important factor to consider is the connection of the location to the course content. Other factors include student interest in the location, availability of support services, and cost and ease of transportation, housing, etc.
 - b. Do the proposed excursions further the academic goals of the program?
 - i. "Tourist" excursions may be costly; if they are not strongly tied to your academic goals, they should not be included.
 - c. Can the academic goals of the program be accomplished in one destination versus multiple locations?
 - i. Some programs truly require multiple sites, whereas in others, one destination of significance will serve the academic purposes of the course. Each site adds new transportation expenses and logistical arrangements, which can be very costly. The additional travel can also add to the potential safety risks associated with the program.
 - d. Does the anticipated number of students, location, and/or logistics justify the number of faculty?
 - i. A very low student to faculty ratio often creates an undue cost burden on student participants, who must pay their own expenses plus those of program leaders.
 - e. Does UAB or the faculty director have a relationship with a university in the desired location?
 - i. The ability to connect faculty-led programs to existing university partnerships (usually exchange agreements) has multiple benefits. If the institution can provide logistical support, classroom, and/or housing, it helps control cost and gives potential access to local experts, and a population of students in the host country, thereby deepening the cultural experience of participants.
 4. Contribution to international education at UAB:
 - a. Will the course contribute to a balanced set of offerings, including opportunities for students in different fields of study, different undergraduate classifications, as well as a variety of geographic regions?
 - b. Will the course contribute to a study abroad population that reflects the diversity of the student body on campus, including racial/ethnic groups, socio-economic classifications (e.g. first- generation college students) as well as distribution of majors in the various academic departments or colleges?
 - c. Does the program fill a need that is not filled by other study abroad programs? (e.g. affiliates, exchanges, existing faculty-led programs)

Education Abroad submits their recommendations to the Director of Global Affairs, who in turn approves the portfolio of programs to be administered by EA. The faculty member, department chair and dean receive e-mail notifications of program selection status. We strive to notify you within two months of the application deadline.

ELEMENTS OF A STRONG PROPOSAL

A number of factors go into the creation of a strong proposal, regardless of the student audience or type of program. The categories below provide a broad overview of the elements EA seeks in strong proposals.

Academic Integrity:

UAB courses delivered overseas must adhere to the same high standards of content, delivery, and assessment as courses taught on campus. Courses abroad should take advantage of the program locale and enable students to connect with unique aspects of the foreign culture and society of the nation or region. Proposed excursions or field trips must have academic relevance to the course.

Enhancing the academic experience of student participants is the primary purpose of these programs; therefore, faculty research should take place only in programs where students participate in and contribute to the research project.

Education Abroad reviews the syllabi as part of the proposal process to ensure UAB academic standards are met and asks that department chairs and deans do the same. The syllabi should be complete, as described in the University's policy on providing and posting course syllabi.

Fiscal and budgetary responsibility:

Cost is one of the top two barriers to study abroad for UAB students, along with difficulty obtaining academic credit that is directly applicable to the degree plan. Because faculty-led programs address both of these barriers, they are uniquely positioned to increase student access to study abroad, as long as the program fee itself is not prohibitive for students. Because all Education Abroad-administered programs aim to provide the highest quality program at the most conservative cost, potential program costs are considered during the review process. For more information on cost considerations, please see the Approved Programs section of this handbook.

Prospective students:

Faculty-led programs are intended to provide greater access to study abroad opportunities for UAB students. Ideally, a broad offering of faculty-led programs will increase the mix of students studying abroad to the point that it reflects the diversity of the student body on campus, including racial/ethnic groups, specific socio-economic groups (e.g. first-generation college students) and departments or colleges that have historically been underrepresented in study abroad. In particular, programs traveling in May have been instrumental in increasing the percentage of study abroad students from these underrepresented groups. Faculty-led programs provide a needed option for students in certain majors, with limited time or finances available for study abroad, or who feel most comfortable traveling with a UAB faculty member. Education Abroad-administered programs are designed primarily for undergraduate students, although graduate students are permitted to participate in some programs.

Likelihood of success:

A successful proposal includes not only the elements above, but also several factors that make it likely for the program to recruit the minimum number of student participants necessary to run. Elements EA considers in assessing the likelihood of success of a program include: relevance of the

academic topic; an adequate pool of students upon which to draw; reasonable cost to implement the program; and a clear vision of the program itself (how the location connects to course content and can best be utilized to maximize students' experiences abroad).

Safety and security:

The safety and security of students, faculty and staff is of primary importance in developing and administering programs abroad. The University of Alabama at Birmingham supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. The University is committed to the safety and well-being of its students, faculty and staff when they participate in these activities and realizes that some areas of the world present heightened health and safety risks. In particular, countries or regions that have [US Department of State Travel Alerts, Level 3 or higher](#), CDC Alert Level 3 or higher, and/or ISOS Medical or Security Rating High or higher have been identified as regions that require special efforts to mitigate risk and, when necessary, call for the avoidance of travel altogether.

GLOBAL RISK AND SAFETY CONSIDERATIONS

The University of Alabama System requires all travel to countries or regions within the levels above to be evaluated by the International Travel Risk Management Committee and, for Level 4 regions, the System's Risk Management group. An [international travel policy](#) outlines the procedures that all students, faculty and staff must follow to ensure their international travel complies with the UA System directive. These procedures are in addition to all other requirements for travel set forth by the traveler's department/unit. This policy should be followed by UAB faculty and staff traveling internationally with or without University funding to conduct University business within one's capacity as a student, faculty or staff member, such as participation in research, conferences or teaching endeavors.

Approval may be granted for travel to a restricted region by requesting travel authorization and meeting all requirements set forth by the Risk Management group. UAB reserves the right to withhold reimbursement and/or take other disciplinary actions for noncompliance with the [UAB-Related International Travel Policy](#).

STUDY ABROAD SUPPORT FOR APPROVED PROGRAMS

Education Abroad staff provides support throughout the program cycle, from pre-departure through the post-program stages. Support includes budgeting, arranging program logistics, negotiating contracts, student advising, collecting and tracking application materials, collecting fees and paying vendors abroad, submitting student financial aid budgets to the Office of Financial Aid, collecting and tracking pre-departure forms for UAB as well as vendors abroad, supporting health and safety preparation, and transferring credit back to UAB (when applicable).

DEVELOPING AN APPROVED PROGRAM

ROLES AND RESPONSIBILITIES

Development of successful faculty-led programs relies on collaboration between several parties, including the faculty director, the Education Abroad faculty led program coordinator and other Education Abroad staff, colleagues in the proposing department and/or school, and program partners abroad. The descriptions below provide a brief overview of each partner's respective role. For a more comprehensive list of expectations, please refer to the Roles and Responsibilities document in the Appendix.

The **Faculty Led Program Coordinator, Education Abroad Associate Director, and Global Affairs Director** develop and manage the logistical arrangements for the program throughout the program cycle. The FLP Coordinator is generally the primary liaison between UAB and the on-site partner(s) and collaborates with the faculty director to make arrangements with those partners on the program's behalf. Other FLP Coordinator responsibilities include management of the program budget, billing, and financial transactions; selecting on-site partners; student advising; supporting faculty in program promotion, recruitment efforts and pre-departure orientation programming; and post-program evaluation. The Associate Director supports faculty during the program proposal process; is responsible for post-program evaluation; and consults with International SOS security experts, resident faculty experts, and other outside authorities (including the State Department) to assess travel risks and respond appropriately to incidents abroad. Education Abroad provides guidance on risk factors, health and safety abroad, and the established best practices in the field of international education. The Director of Global Affairs is available to assist the faculty director in the event of an emergency by carrying the 24/7 emergency phone. The Director and Associate Director serve on the Risk Management group and communicate regularly with offices such as Legal Affairs, the Office of Student Conduct, University Health Services, and Travel Management.

The **faculty director** leads the academic aspects of the program and provides student support throughout the program cycle. In addition to the standard duties of teaching a course at UAB (syllabus development, textbook selection, grading, evaluations, etc.), the responsibilities of the faculty director include the program proposal; selection of academically relevant excursions, field trips, guest lecturers, etc.; active leadership in program promotion and recruitment; reviewing applications and selecting participants; and leading pre-departure orientations, which may include orientation meetings and/or teaching academic content prior to departure. While abroad, in addition to teaching the course and attending all program-sponsored activities, the faculty director serves as a point of contact for students in need of academic, cultural, and/or personal guidance, both on a scheduled and emergency basis.

The **college/school and department** are responsible for approval of the program proposal, faculty salary, appointments and salary for teaching assistants or student associates (if applicable), academic advising and registration, and course scheduling. The department is often also involved in program promotion and student recruitment.

The **on-site program partners** may be academic institutions, third-party study abroad providers, residence halls, travel agencies, or other third-party vendors. Depending on the structure of a particular program, on-site partners may help create the program itinerary; arrange housing, classroom space, transportation, and/or excursions; provide on-site cultural and city orientation; lead excursions and field trips; and serve as an on-site contact for non-academic student issues, including emergencies.

The **Risk Management group** has been established to develop guidelines and formulate policies to maintain the health and safety of UAB students, faculty and staff that study or conduct research and/or business internationally. Committee members consist of representatives from across campus, including academic leaders and international travel and risk specialists.

In particular, the Risk Management group is charged with assessing security and control measures proposed to address the risk inherent in countries or regions for which there are significant health or safety concerns and where University-related programs and travel are occurring or proposed. The Risk Management group is dedicated to preserving academic freedom and the University's robust research agenda, while working to ensure the safety of the University's students, faculty and staff. Therefore, it is in consultation with international scholars across campus and experts in the field of international risk and safety that the Risk Management group addresses University travel to high-risk areas.

THE PROGRAM CYCLE

PROGRAM STAGES

As the previous information demonstrates, many steps go into the development and administration of a faculty-led program. The focus shifts with the stages of the program cycle, as described below. If you are running a repeat program or intend to reapply, you will be focusing on two parts of the cycle at once, which can be confusing.

Recruitment

In this period of the program cycle, faculty, staff and program alumni are working collectively to attract students to the upcoming program. A successful recruitment stage means that information about the program has reached a broad audience of students in a variety of venues across campus (classes, student organizations, dorms, the student center, etc.).

Acceptance

The acceptance stage begins with the students' completed application and concludes with the student's registration in the course. Education Abroad, faculty directors and academic advisors guide the student through this stage. It is important for faculty directors to be familiar with the application format and Education Abroad portal, as they will be responsible for evaluating student applications.

Pre-departure and Retention

Students have many responsibilities during the pre-departure stage. It is important that the faculty and administrators working on the program understand the requirements being placed on the students. All students will attend pre-departure meetings, submit university-required forms online through the Education Abroad portal, and complete additional documents for program providers and on-site coordinators. Faculty directors are encouraged to address and report misconduct, according to the [UAB Student Code of Conduct](#), during this period in order to prevent further incidents abroad.

From the point of acceptance to the day the student gets on the airplane to go abroad, all parties involved must be concerned with retention, since students can withdraw from the program at any time. Focused efforts to keep the student interested and engaged in the program are key to a program's overall success.

Abroad

The abroad stage spans the official dates of the program. Student development throughout this stage is ongoing, and Education Abroad works with faculty directors to help them understand their students' needs throughout their time abroad.

Re-entry

This stage can be especially challenging, as students and faculty often return from abroad at varying times. Likewise, everyone is eager to reestablish connections and prepare for the upcoming semester at UAB. However, this stage can be the most critical for the student because reverse culture shock is possible even after a short program and can have an adverse effect on a student's positive experience abroad.

Faculty directors may suggest students attend international events or volunteer opportunities to

help students build on their newly acquired global perspective. Facilitated support that helps the students integrate their experience abroad into their current life and future goals is perhaps one of the most valuable components of a faculty-led program.

BUDGETING & LOGISTICAL ARRANGEMENTS

Part of Education Abroad's goal in supporting faculty-led programs is to provide access to study abroad opportunities for all students who are interested in and eligible to participate. Across the nation and at UAB, cost is one of the top barriers to student participation in study abroad. For several reasons, faculty-led programs appeal to a population of students who otherwise might not consider studying abroad. In order to minimize the financial barriers for our students, we emphasize the importance of controlling student costs in the development of program budgets.

Program Budgets and Fees

It is our intention to keep costs for students as affordable as possible while administering programs that are financially viable. The program fee is determined based on projected enrollment and costs.

All program budgets must include:

1. Dedicated on-site partner that shares logistical responsibilities with faculty director and serves as 24-hour health and safety resource. This may be a third-party provider, resident director, host university representative, local organization, or other UAB-appointed individual approved through UAB EA.
2. Classroom/studio/lecture space, as needed for program.
3. On-site orientation, including health and safety information specific to the site.
4. Student housing. Housing may be in a home stay, apartment, dorm, or other student housing, depending on availability, cost, and program goals (cultural immersion, language acquisition, etc.).
5. Faculty director(s) expenses: international coach-class airfare, housing, cell phone, International Travel Assistance program, allowance for meals and incidentals, and program-related transportation.
6. Standard Education Abroad line items:
 - a. Education Abroad administrative fee – supports administrative costs associated with the development and administration of programs.
 - b. Credit card fee –offsets fees for credit card payments.
 - c. Financial Affairs fee
7. T.A. or student associate expenses (if included in program): international coach-class airfare, housing, cell phone, allowance for meals and incidentals (set at half of the faculty rate), International Travel Assistance program and program-related transportation.

Program budgets may also include the following optional items:

1. International airfare. Faculty may choose to include group airfare. Airfare must be arranged from Birmingham or Atlanta. If airfare is arranged from Atlanta, approved group transportation from UAB, such as Groome Transportation, must be provided from UAB.
2. Student meals. The number of included meals per day varies based on housing arrangements and cost. When feasible to do so, including meals or a meal stipend in summer programs assists financial aid recipients, who may not receive their aid disbursement until after the program starts.

3. Group welcome and/or farewell dinner.
4. Course-related activities, local tours and academically relevant cultural visits.
5. Academically enriching excursions, including entrance fees, transportation, meals, and/or accommodations.
6. Internet access. May be available at the host university, in student and/or faculty housing, or at a local internet café.
7. Airport transfers.
8. Local transportation.
9. Guest lecturers.
10. Host institution/program provider fee, which may include many of the items above.
11. Gifts for tour guides, bus drivers, or business meetings
 - Gifts **must be** UAB-branded items valued under \$25 per gift (e.g. umbrella, UAB shirt, pen)

Please keep in mind that salaries for academic appointments (faculty directors and T.A.s) are not funded by program budgets; they are funded by the academic department.

Changes to the Budget

Once the program budget is approved, any additional costs that are not included in the budget must be approved by the Education Abroad in advance. If the budget permits, additional expenses may be added. Education Abroad makes the final decision in all budgetary matters.

When significant logistical changes to the program (on-site program provider or student housing, for example) are required, changes to the program and the budgetary implications must be agreed upon by both Education Abroad and the department.

Education Abroad and College/Department Financial Responsibility

All parties involved in developing and offering faculty-led programs work diligently to ensure that the final program expenses remain within the overall program budget. However, programs may generate small amounts of surplus or deficit due to unanticipated events, such as unusually volatile currency fluctuations, enrollment fluctuations, or unexpected reductions in on-site costs. In the case of surplus, the monies are retained to cover unexpected emergencies. In the case of a deficit, Education Abroad will work to cover the expense within reason and may ask the College/Department to help offset deficits.

Program Receipts

It is the responsibility of the faculty director, as well as a T.A. (if applicable), to ensure that all receipts for the cash advance/procurement card and program related expenses are submitted to Education Abroad **within ten days of the end date of the program**. This will allow the EA FLP Program Coordinator two weeks to process and submit to Financial Services on time. Delayed submissions may cause reimbursements to be declined and cash advances or procurement cards to be denied in the future.

Selection of On-site Program Partners

The program coordinator and faculty director work together to determine which partners are best

for the location and academic needs of the program. Some programs contract with a third-party study abroad provider to handle the majority of on-site logistics while others contract with a university and/or a combination of academic contacts, local experts, and travel agents. Major factors in the selection of on-site partners include the faculty's experience and professional network in the location, the difficulty of running a program in a particular location and the availability of local experts. Education Abroad can recommend on-site partners in some locations; however, Education Abroad relies on the faculty director's contacts in other locations.

Academic Agreements and Contracts

It is the responsibility of the Director of Global Affairs to manage academic agreements and contracts on behalf of the university in relation to faculty-led programs. Contractual terms with on-site providers must be approved by Education Abroad prior to signing the contract. **It is important to note that neither the faculty member nor Education Abroad have the signatory authority for UAB**, see [Board Resolution for UAB Signatory Authority](#) for details. Education Abroad will prepare and submit academic agreements to the Contracts office. An addendum signed by the Contracts office is required for any changes to the contract.

Education Abroad has responsibility and liability for the programs administered by our office. Education Abroad prefers to contract with business entities, although in some cases, hiring individuals may be appropriate. Where an individual is named the primary point of contact, a résumé is required.

When program logistics depend on personal and professional connections of the faculty director, the program coordinator should be included in program-related correspondence and the terms of business should be agreed upon in writing. In addition, the program coordinator should have the contact information of all businesses, individuals and back-ups that perform services for the program.

Items Not Covered by Program Fees

Alcohol. Program fees may never be used to purchase alcohol for students or faculty. This restriction includes program-sponsored events like welcome receptions and farewell dinners.

Family and visitors. Expenses for family members or visitors who accompany the faculty director are not to be covered by program funds.

Additional Student Expenses

The following items are not included in the program fee paid by students, yet contribute substantially to the total cost of participation. When considering the overall cost of the program, it is important to keep in mind the items that students pay directly:



Passport and visa costs: All students must have a passport, and many students are required to secure a visa for travel to their destination country. Visa requirements depend on each student's citizenship and the country to which he or she is traveling.

- 🔦 Physical exam, immunizations and/or medication: Students are required to pay the costs of any immunizations or medications they wish to receive before traveling.
- 🔦 Incidental expenses, some meals: Students will need to have access to funds while abroad for incidentals not covered by the program. Specific expenses depend on the program, but may include phone calls, laundry, souvenirs, and entertainment. If the program does not provide three meals per day, they will also need to budget for this expense.
- 🔦 UAB tuition: Appropriate tuition rates apply for all faculty-led courses.

Target Enrollment Numbers

Program fees are determined based on the anticipated cost of running a program with a specific target number of students. Because many program costs are divided among student participants, Education Abroad requires a minimum enrollment of 10 students per program. In many cases, the actual minimum enrollment to run a particular program is higher in order to reduce the per-student cost of the program, particularly with established programs that have a proven record of participant enrollment. The final *minimum enrollment* is determined with the faculty director as part of the budgetary review process. Once established, this enrollment number becomes the “breakeven point” for the program and is used to determine the final program fee. *Maximum enrollment* in the program should be established at the same time; Education Abroad generally recommends that programs not exceed 20 students, but there are exceptions.

Student to Faculty Ratios

To balance the financial burden to students with the leadership needs of the program, Education Abroad guidelines recommend one faculty director per 10-12 students, depending on the level of on-site logistical support.

It is the responsibility of the department to arrange the appointment of the T.A., student associate, undergraduate grader, graduate assistant, or administrative assistant and to provide a position description for that individual. Remuneration should be agreed upon prior to finalizing the program budget in early fall. Normally, airfare, housing, meals, international health insurance and a stipend are provided for the T.A./student associate.

Faculty-led programs come in a variety of formats, and we recognize that different program models require different levels of faculty oversight to ensure a safe, successful course abroad. Since many components of program development are based on anticipated student enrollment and faculty/T.A. support, it is imperative to establish these expectations at the beginning of the development cycle, either in the program proposal or in the very early stages of planning.

Low Enrollment

Faculty directors and Education Abroad staff invest significant effort in program marketing and student recruitment, typically with very good results. Occasionally though, these efforts do not recruit enough students to run a program.

Program application deadlines cannot typically be extended, although under certain circumstances

this can be considered. If the program receives 70% of the program minimum applications by the recruitment deadline, the program can be considered for a small application deadline extension.

If the program does not meet the budgeted number of applicants to financially operate, Education Abroad will notify the faculty director and give the department and school the opportunity to determine if funds are available to subsidize the deficit, if the program has recruited at least 70% of the target minimum. If funds are not available, the program will be cancelled. Significant alterations to the itinerary or program logistics cannot be made in an attempt to reduce costs to adjust for low enrollment. The integrity of the proposed program must remain intact.

PROMOTION AND RECRUITMENT

Promotion and recruitment are an essential part of any study abroad program. Active involvement in the recruitment process by the faculty can make all the difference in a program's success or failure. Education Abroad staff collaborates with the faculty director on promotional materials and strategies, but there are no substitutes for faculty contact with students.

Faculty directors should plan to give presentations about their programs in a variety of venues during the promotional period (late August to early October for Spring Break, late August to mid-January for summer programs). When planning promotion and recruitment strategies, please keep in mind the aforementioned enrollment guidelines.

Faculty focus at promotional events:

- 📌 Inform students of the course, requirements, and academic content of the program.
- 📌 Articulate connections between destination country and course content.
- 📌 Talk about the cultural experiences you will incorporate into the itinerary, including a tentative program schedule.
- 📌 Explain how grading works.
- 📌 Explain criteria for acceptance into course and/or program (course prerequisites, language level, writing experience, lab research, etc.).
- 📌 Encourage diversity among program participants.
- 📌 Share your enthusiasm for the program with prospective participants. This may include showing photos and describing the importance/relevance of the location and coursework.
- 📌 Coordinate student alumni involvement. Program alumni are often the most effective promoters.

Education Abroad focus at promotional events:

- 📌 Describe in-country logistics (housing, food, transportation).
- 📌 Describe program costs including program fee, tuition, and all other costs (flight, insurance, passport, visa, meals not provided by program, books, and local transportation).
- 📌 Provide information on health and safety abroad and pre-departure preparation.
- 📌 Give instructions on how to apply for the program and register for course(s).
- 📌 Advise on using financial aid and applying for scholarships.
- 📌 Promote program to a diverse range of students.

Avenues for Promotion

Education Abroad staff and faculty may collaborate to recruit students through the following promotional outlets:

- 📌 Information sessions and semiannual Education Abroad fairs
- 📌 Class visits and other promotional activities in relevant courses (to be arranged with appropriate courses by the faculty director)
- 📌 Display cases or TV Slides in buildings (to be arranged in the college or department)
- 📌 Digital Press Kits for campus and social media dissemination
- 📌 Student organization meetings
- 📌 College/department newsletters or list-serves
- 📌 Academic advisors

Education Abroad Fairs

Education Abroad sponsors two study abroad fairs each year. The fall fair typically takes place in September and the spring fair in February. All official UAB study abroad programs are invited to attend, present their materials and speak with students.

ADMISSIONS PROCESS

STUDENT APPLICATION PROCESS

All students applying for Education Abroad-administered programs use an online application through Education Abroad. All students who wish to participate in the program and/or register for the program course(s) must apply and be accepted to the program by following this process, and pay all associated program fees.

The application includes the following components, at minimum, which must be submitted by the applicable deadline:

- 📌 Acknowledgement of Waiver of Liability Release Form
- 📌 Acknowledgement of the Financial Responsibility Policy
- 📌 Acknowledgement of the Responsibilities of Participation Form

REVIEWING APPLICATION AND ACCEPTING STUDENTS

Application Components

Education Abroad pre-screens applications to ensure that:

- 📌 The application is complete
- 📌 The student has a minimum of 2.0 GPA
- 📌 The student has no disciplinary record with the Office of Student Conduct

Once the above areas have been verified, review and acceptance of students is at the discretion of the faculty director for the program. The EA Associate Director may assist in the review process if desired.

Faculty directors use the Education Abroad portal to review applications online. Detailed instructions on reviewing applications in the portal are included in the Appendix. To access the Education Abroad portal, visit <https://educationabroad.uab.edu>.

The faculty director may also request to interview some or all applicants. An interview may be especially useful to screen students whose application materials present concerns (such as academic performance, motivation for participation or maturity). After the faculty director has reviewed the application, he or she renders an admission decision. On a regular basis, the Education Abroad staff will update admission statuses and an electronic notice will be sent to each student about his or her admission decision.

Red Flags: Assessing Applicant Suitability

Although some applicants may meet all of the established eligibility criteria, certain “red flags” in their application materials and/or behavior may require special consideration. These “red flags” do not necessarily preclude a student’s acceptance into the program, but they are often indicators that further discussion with the student or other involved parties is necessary in order to make the decision. Some examples of these indicators include, but are not limited to, the following:

- 📌 Student’s academic record or Advisors Toolkit notes show recent drastic decline in academic performance, breaks in attendance, multiple absence/failing reports, or repeated no-shows.
- 📌 Student demonstrates erratic or inappropriate behavior in his or her interactions with faculty or Education Abroad staff (before or after acceptance into the program).

Faculty directors who identify “red flags” in a student’s application materials or in their interactions with a student are encouraged to notify Education Abroad as soon as possible. The faculty director and the EA Associate Director will work together to determine the appropriate course of action, which may include a student interview, outreach to Student Conduct, or discussion with Education Abroad management.

Conditional Acceptance and Special Conditions

Following admission into a program, students must meet certain expectations and obligations; and faculty must emphasize the importance of participation, and the tasks and obligations required of them prior to departure. If students do not fulfill these requirements, they may not be permitted to participate in the program.

To meet the criteria of conditional acceptance, a student must:

- ▼ Maintain good academic standing.
- ▼ Enroll in the associated academic course(s) by the registration period
- ▼ Successfully complete all course prerequisites by the time of departure.
- ▼ Complete all online Education Abroad portal forms by stated deadlines.
- ▼ Pay their program fees and Admin fee on their student account.
- ▼ Maintain behavior consistent with the Education Abroad Code of Conduct and Responsibilities of Participation agreements (see Appendix).
- ▼ Meet any additional requirements of the host university/program provider, if applicable (varies by program).

Admitting Non-UAB Students

Education Abroad offers a number of programs available to students matriculated at other US institutions. Most of these opportunities are geared toward the student who is looking for a short-term faculty-led summer program. In order for Education Abroad to accept non-UAB students, the program must offer University of Alabama at Birmingham credit. In order to receive financial aid from UAB, eligible undergraduate students must take a minimum of 12 credit hours in a fall or spring semester and 6 hours in the summer. Eligible graduate students must take a minimum of 6 and 3 credit hours respectively.

Faculty interested in admitting non-UAB students should discuss the academic, financial and logistical impacts with the Education Abroad Faculty Led Program Coordinator. Guests must simultaneously enroll as transient students for the term of the faculty-led program.

Accommodations for Students with Disabilities

Sharing in the philosophy that all students should be assured equal access and opportunity, Education Abroad will work with Disability Support Services team and appropriate overseas personnel to identify and obtain reasonable accommodations and to assist a student with a documented disability in planning for a successful international experience.

WORKING WITH STUDENTS BEFORE DEPARTURE ORIENTATIONS

Students need to be oriented on cultural and logistical aspects of the program before departure and upon arrival. Orientations are coordinated in conjunction with the Education Abroad and on-site partners. All participants in faculty-led programs are required to attend one pre-departure orientation hosted by Education Abroad to cover health, safety, and cultural differences. Education Abroad will work with faculty to schedule these sessions for each program. In this session, we will cover the UA System International Travel program and discuss the ISOS app. Faculty directors may wish to schedule additional sessions to support academic and cultural preparation as well. Pre-departure orientations for each specific program will be scheduled for the appropriate semester prior to departure.

All programs are required to hold an on-site orientation. Attendance at all pre-departure and on-site orientations is mandatory. Students must plan their arrival in the host country to ensure participation in the on-site orientation. Special attention should be given to differences in world time zones when booking flights to ensure on-time arrival. Non-compliance with the mandatory on-site orientation is grounds for student dismissal from the program.

Sample outlines of pre-departure and on-site orientations are provided in the Appendix. The “Establishing Expectations” section in the “Working with Students Abroad” chapter of this handbook also contains useful suggestions for orientation content.

PASSPORTS AND VISAS

All students must obtain a passport, and some program locations may require a visa. Visa requirements vary depending on each student’s citizenship and the country to which he or she is traveling. Education Abroad staff is unable to advise on visas and recommends that students use the Department of State website to research visa requirements.

NON-PROGRAM PARTICIPANTS ACCOMPANYING STUDENTS ABROAD

On occasion, students may inquire about a spouse, partner, parent, child, or friend accompanying them abroad. Education Abroad strongly encourages students to participate in the program independently and plan their personal travel outside the program dates. UAB study abroad programs are academically and physically demanding. Participants typically spend many more hours per day in classes and participating in mandatory program activities than they do studying on campus in Birmingham. Accordingly, time for friends and family while the program is in session is limited.

Any requests for accompanying non-enrolled family, partners, or friends should be discussed fully with the Education Abroad Associate Director. The Office of Education Abroad cannot assist with housing, childcare, health care, travel arrangements, or any other necessary support for spouses, children, partners, parents or friends that accompany program participants. Non-participants may not participate in program excursions, housing or other program-specific activities. Likewise, UAB is not responsible for the injury, illness, loss, or death of spouses, children, partners, parents, or friends accompanying participants in study abroad programs.

ACADEMIC MATTERS

Because faculty-led study abroad programs are extensions of the larger UAB academic community, academic policy for study abroad programs is governed by the rules already set forth in the undergraduate and graduate catalogs whenever applicable. The following sections describe some key academic issues you should be aware of as they relate to study abroad programs.

Syllabi

Per UAB policy, each instructor must provide a syllabus to students on the first meeting day of the class. However, it is strongly recommended that faculty directors provide syllabi for their courses abroad, as well as a program schedule, to their students well before departure. Syllabi for courses abroad are required to include the same elements as syllabi for courses that take place on campus (as listed in the University Catalog). It may also be appropriate to include a calendar, itinerary, and/or map.

Registration

Only students who are official participants in the study abroad program may register for the program course(s). Official participants are those who have applied through the Education Abroad portal, been accepted to the program, and paid all program fees. Students who have not completed these steps may not register for the program course(s) or participate in program activities. Students must register for the course to participate in the program.

Faculty-led study abroad students register themselves for their study abroad courses as they would for courses on campus. If a restriction prevents registration, the student must notify an academic advisor in the department so that the restriction can be lifted. Students who miss the normal registration period or who are dropped for non-payment risk being dropped from the program. Students who are not registered in the program course(s) are not considered official program participants.

WITHDRAWING FROM A PROGRAM

Students who wish to withdraw from a program may do so by contacting Education Abroad. Students who withdraw should notify Education Abroad in writing as soon as possible to avoid incurring additional financial penalties for late withdrawal. Refunds are made according to the program's Financial Withdrawal Policy (see Appendix), which students agree to and sign electronically when applying for the program.

The application fee and non-recoverable costs are never refundable. Students who withdraw must be sure to drop their courses for the program session, as this is not done automatically. Students may incur other costs that are not covered by travel insurance.

Occasionally a student may decide for health, family, or other reasons to return home early. It is important to be supportive of a student in this situation, but it is also necessary to communicate clearly in writing the consequences of early departure to avoid misunderstandings later. Typically, these consequences are the inability to complete the course and receive credit.

A student who withdraws after the program start date is responsible for the entire program fee and full or partial tuition depending on the date of withdrawal. Students on financial aid may also be responsible for repaying their scholarships and/or aid in accordance with the Office of Financial Aid regulations. In

order to withdraw after the start of a program, students must notify Education Abroad in writing.

STUDENT FINANCIAL CONSIDERATIONS

Students who participate in Education Abroad programs have many financial aspects to consider throughout the program cycle. Since faculty directors are often a primary point of contact for students before and during the program, it is useful to have a basic understanding of students' financial concerns as described below. All students sign the Education Abroad Financial Withdrawal Policy (see Appendix) during the application process.

Application Fee

Every program has a \$125 non-refundable administrative fee. This fee will be added to their student account when they are enrolled in the Education Abroad non-tuition generating placeholder.

Scholarships

Education Abroad scholarships have been condensed into one application to encourage students to apply and to maximize the number of awards. Also, the Education Abroad website includes details about multiple sources of funding specifically for study abroad students. Students may apply for many scholarships online through the Education Abroad website.

Please note that the application deadline for UAB Education Abroad Scholarships for each term typically falls after the application deadline for faculty-led programs. Before committing to participating, students should be prepared to pay the full cost of the program without EA scholarship funding. While we are always striving to increase our scholarship funds to make studying abroad accessible for more students, EA scholarship funds are limited, and many students do not receive scholarship funding.

Additional Pre-departure Expenses

Students should be prepared to incur some additional expenses before their program begins and, in many cases, before financial aid is disbursed. For example, all students must have a valid passport, and some programs also require a visa. The cost of a medical evaluation, vaccinations and other health preparations must also be considered for certain programs. Students may also be responsible for purchasing international airfare to and from the program.

Finances Abroad

Education Abroad programs are designed to be as all-inclusive as possible, and many student expenses abroad are included in the program fee and prepaid before departure. However, students should prepare well in advance for anticipated expenses abroad, which vary by program and may include meals, transportation, personal travel, and other miscellaneous purchases. In addition, Education Abroad recommends that students always have at least \$500 in emergency funds available to them while abroad. It is not always possible for insurance to pay on behalf of the traveler and participants must be prepared.

WORKING WITH STUDENTS ABROAD

SUPERVISION OF THE GROUP

The role of a faculty director on a study abroad program encompasses the traditional faculty responsibility for academic content and instruction as well as the responsibility to serve as UAB's representative abroad in other matters affecting participants and the program. Programs abroad entail more than just the classes; therefore, the role of the faculty director must also extend beyond the strictly academic. In essence, faculty directors become field representatives for a variety of offices on the UAB campus, including Education Abroad and the Office of Student Affairs, and must be prepared to assume these additional duties for the duration of the program, including on evenings and weekends.

Faculty directors are required to ensure that the program has a designated "on duty" contact at all times. Normally this role is filled by the faculty director him or herself, who remains with the group for the duration of the program, including attendance at orientation, excursions, and program activities.

Faculty directors should not leave the city to attend a conference or have a weekend away during the official program dates unless there is a second individual approved to serve as the program contact during that time period who will be in the city where the program is located. An approved emergency contact could be a second faculty member co-directing the program, a graduate assistant employed by the program, or an on-site employee of an affiliate program provider or partner institution. If you anticipate the need for such an arrangement, discuss this with Education Abroad staff, as the designated contact will need information and training in order to fill this role.

STUDENT ATTENDANCE POLICIES

Orientations

As a condition of participation, students agree to attend all mandatory pre-departure and on-site orientations.

Classes

Regular attendance at all class meetings is expected. Instructors are responsible for implementing their attendance policy and must notify students of any special attendance requirements. Each course's attendance policy should be included in the course syllabus. The attendance policy for courses taught abroad should be at least as rigorous as would be expected on campus.

In the event that excessive absences are affecting a student's grade in the course, the faculty director should file an EarlyAlert in BlazerNET.

Excursions

Excursions are an integral part of the academic experience abroad. Students are required to participate on all excursions unless they obtain prior approval from the faculty director. The faculty director is encouraged to maintain contact with the Education Abroad office regarding attendance issues. If a student does not attend an excursion, whether the absence is approved or not, the cost of the excursion will not be refunded.

Early Program Departure

By enrolling in a study abroad program, students agree to attend the program until its conclusion. Students may not depart the program until after the last scheduled class day and all program activities have concluded, unless prior approval is granted by the Education Abroad Associate Director and the faculty director.

STUDENT BEHAVIOR

Establishing Expectations

Seasoned study abroad program directors often report that their biggest challenges abroad are not emergency situations, public transportation strikes, fluctuating currencies or language barriers, but student behavioral problems. Those who have successfully traveled with students for many years advocate discussing appropriate student conduct and behavior-related problems in the pre-departure orientation as well as upon arrival.

To begin, reinforce the message that study abroad is an academic experience, and that academic responsibilities take priority over personal interests. Planting this idea helps to combat the occasional notion that study abroad is a vacation for credit. Also, refrain from referring to the experience as a “trip,” but instead use the word “program” as it denotes a difference between study abroad and a vacation.

Reinforce the concept of students as “cultural ambassadors” and emphasize that their conduct will be seen as representative of the United States, as well as the state of Alabama and UAB. Students need to be reminded that while the consequences of poor behavior while on campus or in Birmingham reflect solely on themselves, misconduct abroad will be attributed to the entire group. In addition, be honest with your students about how poor behavior reflects poorly on you, as the program leader, and to your local colleagues. Refer to the items referenced in the “Guidelines for Student Behavior Abroad” section below, and to your own expectations of your students, to establish a common understanding before departure.

Furthermore, address your concerns regarding alcohol misuse and abuse. In addition to posing a health and safety risk, alcohol abuse is the primary source of behavioral problems and personality conflicts between group members. By addressing this issue in advance, you not only inform students of your concerns, but also alert them to possible past problems that have had a negative effect on programs. Many study abroad program leaders have commented that this proactive approach has been successful in reducing the number of alcohol-related problems.

Brainstorm with the students on their perception of alcohol use in the host culture, comparing and/or contrasting with alcohol use in the United States. Share your knowledge of alcohol use in the host culture and remind students of the difference between alcohol use and alcohol misuse/abuse. Excessive drunkenness is not tolerated in any country, and is, in fact, considered an illness or addiction in many cultures.

Lastly, review this conversation after arrival, and a few days into the program. Be alert to group dynamics and address any concerns you may perceive.

Guidelines for Student Behavior Abroad

All UAB students, including students abroad, are bound by [UAB's Student Code of Conduct](#) and procedures regarding student discipline and conduct. These institutional rules are intended to facilitate the educational process and to promote a safe, fair, and successful experience for students.

In addition, all participants in UAB faculty-led study abroad programs are subject to the rules set forth in the Education Abroad Student Behavioral Responsibility and Waiver of Liability (see Appendix for both documents). As a condition of acceptance, all study abroad students agree to abide by these rules when they submit their program application. Students are also held to the laws and regulations of their host country, community, institution, and other on-site partners (third party providers, residence halls, etc.).

It is important that the faculty director is familiar with the aforementioned guidelines governing student behavior abroad. The faculty director may establish additional conduct requirements for the program, which should be clearly communicated to the students in writing. It is very important that each faculty director articulate his or her expectations during pre-departure activities, in the syllabus, upon arrival in country, and as often as necessary while conducting the program.

Misconduct Resolution Process

Many behavior issues can be resolved by communicating directly with the student(s) in question. A frank discussion of expectations and consequences is often the most effective approach to managing student behavior. If more than one UAB faculty member or staff is accompanying the program, all should be involved in meeting with the student to resolve problems and ensure fair treatment. The aforementioned guidelines for student behavior abroad (Code of Conduct, Responsibilities of Participation, etc.) should be emphasized to the student, as well as the consequences for repeat violations of these rules, which can include expulsion from the program.

Whether the behavioral problems are minor or significant, we urge you to make a written record of all your observations and discussions with the student and to brief the Education Abroad Associate Director of such conversations. Notifying Education Abroad allows us to begin a written record of events and provides documentation of early warnings, should the behavior persist or worsen. Education Abroad will also coordinate the involvement of UAB authorities, such as the Office of Community Standards and Student Accountability, as appropriate. It is not uncommon for students to call home to report any unusual behavior and for parents to then contact Education Abroad with their concerns. Notifying Education Abroad as soon as possible allows a more efficient and effective response.

Alcohol Use Abroad

Many study abroad programs take place in locations where the cultural norms and/or laws regarding alcohol are different from those of the United States. Both before departure and while abroad, students should be encouraged to make responsible decisions regarding alcohol and reminded of the potential consequences of alcohol misuse. If students choose to consume alcohol while abroad, responsible behavior and moderation is expected. Students are responsible for their behavior and any misconduct that is related to the consumption of alcohol while abroad.

Participants in UAB study abroad programs are responsible for following local laws, rules, and regulations regarding the consumption, misuse, and/or abuse of drugs and alcohol.

Participants should be aware of potential alcohol contamination that is a concern in several areas of the world and how to identify signs of tampering.

As a faculty director, if you suspect that a student is in violation of an alcohol policy, please contact Education Abroad immediately and maintain written documentation of every incident. Education Abroad will assist you in developing a response plan in coordination with local and/or UAB resources as necessary.

It is important that faculty directors consider the implications of their personal alcohol consumption during the program. The role of faculty director is a position of authority and responsibility, and you must be capable of addressing an emergency should it arise. As a result, it is strongly advised that your alcohol consumption is minimal, both at formal program functions and any informal gatherings. Participation in and/or accompanying students to social events that involve excessive consumption of alcohol can imply that drunkenness is acceptable and may send a contradictory message regarding responsible drinking.

Program funds may **never** be used to purchase alcohol for students or faculty. This restriction includes program-sponsored events like welcome receptions and farewell dinners.

Title IX Abroad

Even though a program is held far from Birmingham, Alabama, your obligations to report remain necessary. If a faculty member becomes aware of an incident of any policy violation covered by our Title IX policy, please remember to report the incident to the Title IX Coordinator immediately, so that we can assist you with coordinating a prompt, reasonable and effective response. It is important to remind students that they are subject to and covered by Title IX while on their faculty-led program.

CRISIS PREPARATION AND PROTOCOLS

CRISES ABROAD

UAB and Education Abroad place the utmost importance on the safety, security, and well-being of study abroad program participants. Moreover, the Education Abroad staff, faculty director, and on-site partners follow prudent measures to verify that transportation, lodging, and medical facilities are safe and of reasonable quality, and that communication plans and crisis responses are in place to provide a safe environment for program participants.

While Education Abroad is firmly committed to providing this support, we emphasize that students must also take responsibility for their own safety, security, and well-being. This fact is highlighted during pre-departure preparations, on-site orientations, and throughout the program.

While on a UAB faculty-led program, Education Abroad expects all participants to take the same precautions anyone would follow in their home communities in the United States and to make smart decisions. We caution students to use common sense, always be alert and aware of their surroundings, travel with a buddy, and to never put themselves in compromising positions with the use of drugs or alcohol.

UAB cannot guarantee or assure the absolute safety of participants or eliminate all risks from the study abroad environment. Nor can we always monitor students' choices and behaviors, or prevent them from engaging in dangerous, unwise, or illegal activity. Nonetheless, we must do our best to run a safe program, and the faculty directors comprise our front line. Please plan ahead and prepare accordingly.

Defining a Crisis

In the context of faculty-led study abroad programs, a crisis is defined as any event that harms or jeopardizes the health, safety, or security of UAB students, faculty and/or staff in a foreign country, necessitating immediate involvement and/or action by the University. The term crisis may refer to a range of incidents, from those with widespread impact on the University (e.g. the death of a student abroad) to less critical incidents (e.g. a common street mugging). Crises can be real or perceived. All cases should be handled with sensitivity and good judgment, reflecting the university's promise to care for the well-being of all its travelers abroad.

Although UAB's crisis management strategy is designed with real crises in mind, it is important to note that perceived crises should not be ignored or deemed less important than real crises. Perceived crises may arise from actual events (e.g. a natural disaster or civil unrest), therefore, it is important to assess all available data thoroughly before responding.

Real crises are those that impact the health, safety, and security of UAB travelers. It is unlikely, although not impossible, that an outbreak of war, a coup d'état, terrorist activity, or political instability will occur at a site where UAB is conducting a faculty-led program. It is more likely that a medical emergency or a natural disaster would occur. Assessment of the situation reveals that immediate attention from the University is needed, oftentimes requiring the involvement of various offices to formulate an appropriate response.

Education Abroad considers a crisis (real or perceived) to be any circumstance that poses a genuine risk to, or that has already disturbed, the safety and well-being of program participants. Crises include, though are not confined to, the following types of events and incidents:

- ▼ Physical assault, including robbery, physical/sexual assault or rape;
- ▼ Serious illness or accident/injury, physical or emotional, including hospitalization for any reason;
- ▼ Death involving students or faculty;
- ▼ A participant is the victim of a severe crime or accused of committing a severe crime;
- ▼ Disappearance or kidnapping of a student.
- ▼ Conduct issues serious enough to warrant warnings and/or dismissal from the program
- ▼ Any legal action (lawsuit, deposition, trial, etc.) involving a student.
- ▼ Local political crisis that could affect the students' safety or well-being.
- ▼ Terrorist threat or attack.
- ▼ Natural disaster such as an earthquake, flood, fire, tornado/hurricane, or volcano.

Emergency Response Plan

Prior to departure, faculty directors, in conjunction with the Education Abroad, create and submit an Emergency Response Plan (ERP) for their program. The purpose of the ERP is to compile crisis management materials including contact information for on-site program partners, UAB or US-based emergency support, the nearest hospital, student and faculty housing and contact information, designating an alternate faculty director, and more.

Equipping Students for a Crisis

It is not sufficient to compile ERPs and file them away in a wallet or folder. Meaningful practice, in the form of regular review of the plans, verbal rehearsal of emergency drills, and participation in problem-solving exercises, empowers program directors, on-site program partners and students to confidently respond to a crisis at a moment's notice.

During the pre-departure orientations and on-site orientation, the faculty director and Education Abroad Associate Director prepare students for crisis prevention. This includes introducing students to resources like insurance and InternationalSOS. For students, this task of engaging in meaningful practice can be rather challenging. Many students who have not previously traveled abroad cannot imagine themselves in a foreign country, let alone how they might react to a troubling situation abroad. Education Abroad recommends including pre-departure activities such as scenarios and 'what would you do' activities.

Tips for Crisis Prevention and Response Planning

The faculty director should follow the steps below before departure and while abroad to adequately prepare for the unexpected.

- ▼ Acquaint yourself with region-specific health and safety concerns.
- ▼ Prepare all program participants for a safe program, both physically and emotionally, by urging participants to consult with all of their health care providers prior to departure.
- ▼ Conduct pre-departure orientations covering region-specific health and safety precautions and procedures.
- ▼ Distribute emergency contact information to all participants.
- ▼ Conduct an on-site orientation that acquaints participants with in-country medical procedures/

facilities, reinforces emergency protocols, and revisits the code of conduct and behavior expectations.

- 📌 Be available 24/7 to respond to the needs of the program participants.
- 📌 Carry emergency information, a student contact list, and a cell phone at all times and be prepared to communicate via phone or e-mail with Education Abroad in the event of an emergency.

Responding to a Crisis

If an emergency should occur during your program, it is important to remember that you are not alone. Education Abroad works closely with offices across campus to coordinate the management of crises affecting participants in UAB-sponsored study abroad programs.

Assuring the safety and well-being of students, faculty and staff who are participating in UAB programs abroad is of the highest importance, and all reasonable actions will be taken to accomplish this. As described later in this section, a variety of resources exist to assist and respond in a time of crisis, and Education Abroad will help coordinate the use of these resources.

Faculty directors should follow these steps if an emergency occurs:

Step 1: Secure safety of program participants.

Do not panic. In a crisis your first responsibility is to preserve the safety and well-being of program participants. Do whatever is necessary to assure this, according to the situation: obtain prompt and appropriate medical attention, police protection or intervention, and/or US embassy involvement. **In a medical emergency, never leave an injured or sick student on his or her own.**

Step 2: Account for the group.

When applicable, locate and contact all program participants as quickly as possible to ascertain their well-being, and to coordinate an immediate response plan. Depending on the situation, the faculty director may or may not gather the participants together in a group. Advise participants to inform their parents, guardians, or emergency contacts of their safety and whereabouts as soon as possible.

Step 3: Call International SOS

When you have done all that you can reasonably do to assure the well-being of participants and to get a sense of the danger, immediately contact your on-site partner and give them a detailed briefing on the situation so that they may initiate their emergency response plans. When appropriate, International SOS should be contacted to assist in coordinating necessary care.

Step 4: Contact UAB Education Abroad.

Call the Education Abroad emergency phone number and brief the emergency contact. Together we will coordinate our fact-finding, communication, and response plan. Depending on the severity of the situation, Education Abroad will make all US contacts as appropriate: the participants' emergency contacts, UAB offices and authorities, etc.

Step 5: Continue to monitor the situation.

Take immediate steps to gather more information about the problem and assess the situation utilizing all in-country resources available. Consult with on-site partners, International SOS, hospital administration and doctors, local authorities, other US enterprises in the area, and so on. If appropriate, contact the local US embassy or consulate regarding general, non-medical crises and follow whatever procedures they may require. Ask the embassy or consular officer to advise you on a regular basis about the evolution of the emergency and about how you should direct UAB's on-site response.

Step 6: Maintain communication with EA.

In an ongoing crisis, continue to keep Education Abroad informed on a regular basis through telephone or e-mail. This is essential, as we will be working closely with you throughout the emergency to develop a situation-specific response plan. It will be EA's responsibility to consult with all appropriate UAB offices in the development of that plan.

Step 7: Submit Incident Report to Education Abroad.

It is important to complete and submit an Incident Report Form (included in the Appendix) to EA after all emergencies (small or large).

EMERGENCY CONTACTS AND RESOURCES

All faculty directors receive a wallet card with emergency contact information prior to departure. This card should be carried with you at all times.

In order to obtain effective assistance in an emergency, it is essential that relevant information regarding the emergency be clearly conveyed. When contacting the resources listed below, it is important that you identify yourself as a UAB faculty program leader, give the city and country where you are currently located, give your name and contact information, and describe the emergency.

Important Numbers

UAB Education Abroad	The emergency phone is answered by the Director of Global Affairs and is accessible 24/7. This number is the primary emergency contact at UAB for faculty directors abroad.	Main Office: +1 (205) 975-6611 24/7 Emergency Number: +1 (205) 329-0019
UAB PD	If extenuating circumstances arise and the Education Abroad emergency phone is not accessible, the secondary UAB emergency contact for faculty directors is the UABPD. Students and parents are directed to call UABPD in case of an emergency abroad that requires UAB assistance.	+1 (205) 934-4434
International SOS UAB Member ID number: 11BCAM831609	The University of Alabama System provides all students, staff and faculty access to an international emergency assistance service. Download the ISOS app.	+001 (215) 942-8226 http://www.internationalsos.com/

International Travel Assistance Program

All students on Education Abroad-administered study abroad programs are required to have and are enrolled in the UA System international travel assistance program. All UAB students traveling abroad are charged an international travel assistance program fee. This fee includes:

- 📌 International Travel Accident & Sickness Insurance administered by ACE/Chubb Insurance. Policy # GLM N17929744
- 📌 International SOS (ISOS) emergency assistance coverage. UAB Member #11BCAM831609

Students traveling abroad or participating in approved study abroad programs are required to have appropriate health insurance coverage for the duration of their time abroad. To fulfill this requirement, students participating in faculty-led study or other UAB travel abroad programs (e.g. music, athletics) will be charged the international travel assistance program fee, which is currently \$75 per month spent abroad.

International SOS

International SOS serves as a global first-responder service for UAB students, faculty and staff abroad. It is NOT an international health insurance provider, but they contract with our insurance provider and will facilitate the claims process.

All faculty and staff will receive an ISOS card with their member ID number prior to departure. The member ID number facilitates the use of the extensive online resources developed by International SOS. Faculty and staff are not required to take any action to activate this service, but submitting the required UAB International Travel Registration form ensures that International SOS will receive your itinerary details.

Individuals can use this service to:

- 📌 Request emergency assistance including medical assistance, evacuation in case of political turmoil, terrorist attack, or natural disaster.
- 📌 Identify hospitals and/or English-speaking doctors.
- 📌 Counseling services for cultural adjustment or mental health related topics
- 📌 Recover a lost passport
- 📌 Obtain up-to-date, comprehensive health and security information.
- 📌 Obtain guidance in the event of a widespread emergency.
- 📌 Request assistance securing treatment when prepayment of medical services is required. Any expenses incurred for services provided would have to be repaid by the student or faculty member, ideally through health insurance carried by the individual.

A CULTURE OF SAFETY

It is important to help American college students understand that safety cues in other countries may be different than what they are used to and that they should exercise common sense and good judgment. It is helpful to give them ideas about what kinds of questions they may want to ask of on-site coordinators or homestay families to help them evaluate what is safe or unsafe in the new environment.

RECOGNIZING & DEALING WITH EMOTIONAL DISTRESS

University students typically encounter a great deal of stress (i.e., academic, social, family, work, financial) during the course of their educational experience. While most students cope successfully with the demands of college life, for some, the pressures can become overwhelming and unmanageable. These stresses can be exacerbated by travel abroad. This often takes the form of culture shock, which carries many of the symptoms of emotional distress at home.

Culture Shock

Many travelers go through an initial period of euphoria and excitement, overwhelmed by the thrill of being in a totally new and unusual environment. As this initial sense of “adventure” wears off, they gradually (or suddenly) no longer feel comfortable in their new environment. If this happens to your students, as it is likely to, they will feel like the outsiders, which they in fact are.

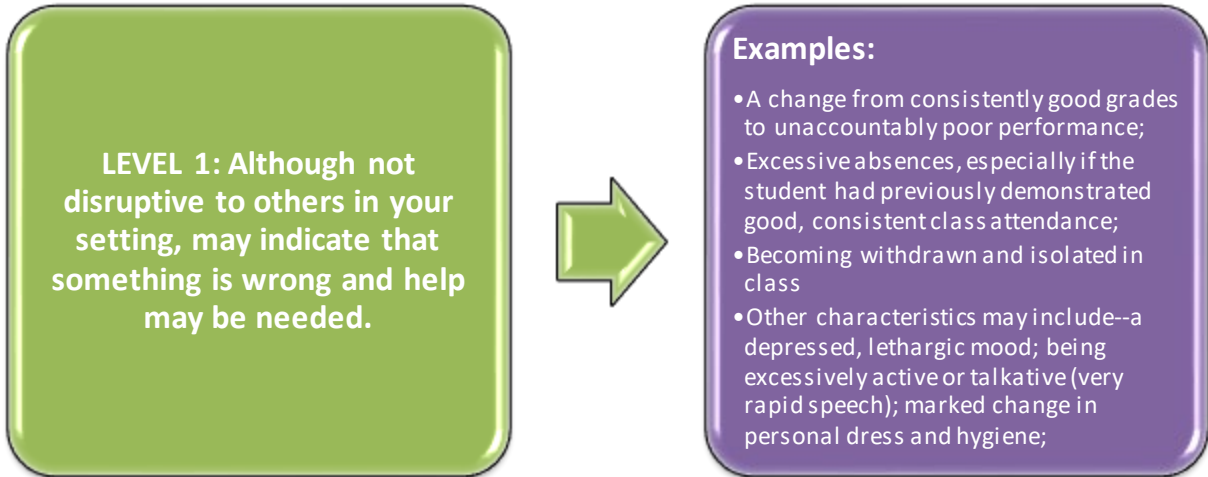
It's possible that a student may be exhibiting symptoms of a problem that is not specifically related to culture shock, or may have a case of culture shock that is severe enough to warrant some type of intervention.

Tips for Recognizing Troubled Students

At one time or another, everyone feels depressed or upset. However, we can identify three general levels of student distress which, when present over a period of time, suggest that the problems the person is dealing with are more than the "expected" ones.

As a faculty or staff member, your expression of interest and concern may be a critical factor in helping a struggling student reestablish the emotional equilibrium necessary for academic survival and success on your program. Your willingness to respond to students in distress will undoubtedly be influenced by your personal style and willingness to help students grow emotionally as well as intellectually.

We hope this information will not only help you assess what can sometimes be difficult situations but also give you some specific ideas about what you can do when confronted with a student who is in distress.



LEVEL 1: Although not disruptive to others in your setting, may indicate that something is wrong and help may be needed.

Examples:

- A change from consistently good grades to unaccountably poor performance;
- Excessive absences, especially if the student had previously demonstrated good, consistent class attendance;
- Becoming withdrawn and isolated in class
- Other characteristics may include--a depressed, lethargic mood; being excessively active or talkative (very rapid speech); marked change in personal dress and hygiene;

LEVEL 2: May indicate significant emotional distress, but also a reluctance or inability to acknowledge a need for more personal help.



Examples:

- Repeated requests for special consideration, such as a deadline extension, especially if the student appears uncomfortable or highly emotional when disclosing the circumstances that prompted the request;
- New or regularly occurring behavior which pushes the limits of decorum and which interferes with the effective management of a class, meeting, or work setting.
- Unusual or exaggerated emotional response to a situation.

LEVEL 3: May indicate extreme emotional distress and a need for urgent care.



Examples:

- Highly disruptive behavior (hostile, aggressive, violent, etc.);
- Inability to communicate clearly (garbled, stuttered speech, unconnected or disjointed thoughts);
- Loss of contact with reality (seeing/hearing things which aren't there, beliefs or actions greatly at odds with reality or probability);
- Overtly suicidal thoughts (referring to suicide as a current option); Homicidal thoughts.

What Can You Do?

In dealing with a student who shows Level 1 or 2 behavior, you have several choices

- 🔔 You can keep an eye out for escalating behaviors that might indicate greater emotional distress;
- 🔔 You can deal directly with the request or disruptive behavior in a way that limits your interaction to the issue;
- 🔔 You can deal with the situation on a more personal level;
- 🔔 You can talk with the student. Detailed information for talking with students is provided below.

Level 3 Behaviors

Students exhibiting Level 3 problems are the easiest to identify, and specific procedures for helping such students in crisis have been developed. Try to stay as calm as possible. Find someone to stay with the student while calls to the appropriate agency are made.

Suggestions for Talking with a Student

If you choose to approach a student you're concerned about or if a student seeks you out for help with personal problems, here are some suggestions which might make the opportunity more comfortable for you and helpful for the student.

- 🔔 SPEAK PRIVATELY: Talk to the student in private when both of you have time and are not rushed or preoccupied. Give the student your undivided attention. It is possible that just a few minutes of effective listening on your part may be enough to help the student feel comfortable about what to do next.
- 🔔 DON'T BE JUDGMENTAL: If you have initiated the discussion, express your concern regarding their behavior in nonjudgmental terms. For example, say something like "I have noticed you've been absent from class lately and I'm concerned," or "I've noticed that you've been spending more time to yourself" rather than "Where have you been lately? Goofing off again?"
- 🔔 LISTEN SENSITIVELY: Listen to thoughts and feelings in a sensitive, non-threatening way. Communicate understanding by repeating back the gist of what the student has told you. Try to include both the content and feelings -- "It sounds like you're not accustomed to such a big campus and you're feeling left out of things." Remember to let the student talk.
- 🔔 HELP ANALYZE: Work with the student to clarify the costs and benefits of each option for handling the problems from the student's point of view.
- 🔔 RESPECT THE STUDENT: Avoid judging, evaluating, or criticizing unless the student specifically asks for your opinion. Such behavior is apt to close the student off from you and from getting the help needed. It is important to respect the student's value system, even if you don't agree with it.

Seeking Professional Assistance

Even if a student asks for help with a problem and you are willing to help, there are circumstances that may indicate that you should suggest that the student use another resource, such as a psychiatrist or psychologist at your destination. These can include situations when:

- 🔔 The problem or request for information is one you know you can't handle.
- 🔔 You believe that personality differences will interfere with your ability to help.
- 🔔 You know the student personally (as a friend, neighbor, friend of a friend) and think you could not be objective enough to really help.
- 🔔 The student acknowledges the problem but is reluctant to discuss it with you.
- 🔔 After talking with a student for some time you find that little progress has been made, and you don't know how to proceed.
- 🔔 You are feeling unable to assist the student, pressed for time, or otherwise at a high level of stress yourself.

Making a Referral Abroad

Some people accept a referral for professional help more easily than others. It is usually best to be frank with a student about the limits of your ability to assist them -- limits of time, energy, training, and objectivity.

There are many kinds of referrals. The best one is the one to which the student will respond. Depending on the situation, International SOS is here to assist. As part of the International Travel Assistance Program, ISOS can assist students with mental health challenges. Connect the student with ISOS and any appropriate resources at home—family, friends, or UAB campus members.

FERPA AND PRIVACY

FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to educational records. Educational records are all records that contain information directly related to a student and are maintained by an educational agency or institution, or by a party acting on its behalf. UAB student records include educational records maintained by the University except for directory information. Student records include official University academic and personal records relating to scholastic, disciplinary, and fiscal matters, as well as records maintained by University offices and agencies providing services sought voluntarily by individual students.

According to FERPA, non-directory information may not be released without prior written consent from the student. Exceptions are listed in the General Information catalog; they include access by appropriate university administrators, faculty members, or staff members who require access to educational records in order to perform their legitimate educational duties; officials of other schools in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid. UAB policies and procedures regarding student educational records are in full accord with the final regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

FACULTY LOGISTICS

TRAVEL ARRANGEMENTS

Passport and Visa

All faculty directors must have a valid passport. Some countries require that passports are valid for six months after the departure date and have up to four blank pages. Some countries also require a visa.

Check the State Department's travel website under country-specific information to determine entry requirements. In some cases, it may take up to three months to obtain a visa. Faculty directors are responsible for obtaining their own visas, although the cost of the faculty visa may be incorporated into the program budget. The cost of a passport may not be reimbursed by university program funds, per UAB policy.

Flights

Economy class round trip travel for the faculty director is covered by the program budget. Before purchasing flights, the faculty director must complete an International Travel Registration form. The suggested method of purchasing flights is with a UAB p-card through UAB-contracted travel agencies, or directly through the US legacy carriers, or Education Abroad approved travel agencies. Education Abroad can reimburse flights purchased through personal cards after the program returns.

If a portion of your flight is for travel outside the designated headquarters (Birmingham and program location), Education Abroad will only cover the amount that would have been incurred had the flight been for travel to and from headquarters. You will need to reimburse Education Abroad for the difference if it is for personal reason or your department will need to reimburse Education Abroad if it's for departmental business. ***You should include a comparison of airfares.***

Housing

Housing is generally arranged in a furnished single bedroom apartment, single occupancy hotel room, or local equivalent. Internet access and meals or kitchen facilities are included when available, although they cannot be guaranteed. As part of a continuing effort to keep student costs reasonable, the program budget provides for comfortable, though not luxurious, accommodation.

Faculty directors who prefer different housing arrangements (for example, more space for accompanying family members) may request a housing reimbursement in place of the standard accommodations. The amount of the allowable reimbursement varies depending on the program's location and is equivalent to the estimated cost of a furnished single bedroom apartment or local equivalent.

International Travel Assistance Program

Faculty are covered by the University of Alabama System International Travel Assistance Program which, through the provider, InternationalSOS, provides assistance services, advice, and guidance in the event of a crisis or medical emergency. This cost is built into the program for approved faculty directors.

ACCOMPANYING FAMILY MEMBERS

Because programs vary greatly in length, location, amount of travel, and daily schedule, and because every family is different in personality, number and ages of children, and ability to adjust to travel, each faculty director must carefully consider his or her specific program and the inherent conflict of interest when deciding whether it is appropriate to bring family members. As a condition of accompanying family members, the faculty member must acknowledge that his/her first duty is to program participants and ensure that his/her commitment is not divided. Faculty directors are encouraged to consult the EA Associate Director and past faculty directors when making this decision.

If the guidelines below are followed closely, faculty directors are permitted to bring accompanying family members on a study abroad program in most circumstances. When handled appropriately, the experience abroad can be enriching and beneficial for all involved.

Expenses

It is the responsibility of the faculty director to pay for all expenses related to accompanying family members. If family members accompany the group on any portion of the program, it is important to make sure that students are aware that the program does not cover the housing, meal, or excursion costs of your family members. This information must be made transparent so there is no misunderstanding that student program fees are subsidizing non-participants in any way.

Liability

The University of Alabama at Birmingham is not responsible for the injury, illness, loss, or death of spouses, children, partners, parents, or friends accompanying faculty directors of study abroad programs. It is the responsibility of all accompanying family members to familiarize themselves with the health, safety, and cultural considerations of the host country. Accompanying persons are responsible for their own safety and insurance coverage.

Accommodations

Accompanying family members may share accommodations with the faculty director, provided that sharing is allowed by the housing provider and does not incur additional housing costs. Please see the handbook section on Faculty Housing for more details. Accompanying persons are not permitted to share accommodations with students.

Excursions, Field Trips, and Meals

Accompanying family members may participate in program excursions and field trips, provided such participation does not increase the cost of the excursion. Program excursions are planned to accommodate all students plus the participating leader(s). If participating in excursions, accompanying family members must pay all per-person expenses separately (i.e., entrances to parks or museums, theatre tickets, transportation, meals, etc.). If accompanying family members travel on charter transportation, the faculty director should pay the pro rata share for the portion of the charter used. In no case is program money to be used to fund family member participation in special events. If the cost for the family member is included on a group receipt, it must be deducted before the receipt is submitted for reimbursement.

Minor Children

Another full-time adult who is not involved in any aspect or activity associated with the program must, at all times, adequately supervise minor children accompanying the faculty director. Faculty directors should carefully consider the implications of bringing minor children abroad given their primary responsibilities are to the program and students. Past experience shared by previous faculty directors suggests that a spouse and several dependent children taken abroad require more attention than at home due to factors such as language barriers and the lack of usual friends, recreational, and educational activities.

FINANCIAL MATTERS

Procurement Card

A procurement card (p-card) issued by the University may be obtained to pay for approved expenses in the program budget while abroad or for use in case of emergency. The p-card can be obtained by completing the Procurement Card Application and completing the associated UAB Training Module. Both forms should be submitted no later than one month prior to departure to UAB P-card Management. Please familiarize yourself with the policy as it addresses the limitations on card use and turning in receipts. You are subject to all UAB travel reimbursement and p-card policies and will be subject to repaying any unallowable expenses.

Cash Advance

For programs traveling to locations where credit or debit cards may not be widely accepted, a cash advance can be obtained before departure and may cover the faculty director's allowance, housing stipend, or other anticipated program expenses.

A cash advance must be requested at least one month prior to departure. An International Travel Registration form must be submitted and approved before a cash advance can be issued. A copy of the Cash Advance Acknowledgement form is included in the Appendix. Faculty will only be allowed cash advances in situations where cards are not commonly accepted or approved large tips are anticipated. Education Abroad will approve the use of either a p-card or cash advance, not both.

Receipts for Reimbursement of Program Expenses

Within ten days of the program's end, not the faculty return date, the faculty director must meet with the Education Abroad FLP Program Coordinator to submit receipts/unspent funds for the cash advance and p-card. Receipts or documentation are required for all other expenses and should be listed on the Travel Expenditures Log (see Appendix). Faculty directors who do not return to Birmingham following their program should make arrangements to submit receipts and reconcile expenses electronically. Cash Advance and Procurement Card Reconciliation Guidelines (see Appendix) must be followed.

APPENDICES

PROPOSAL

FACULTY ROLES & RESPONSIBILITIES

PROPOSAL DEVELOPMENT

- ✚ Develop syllabus for course
- ✚ Determine academically relevant excursions and/or field trips (taking into account budget and time constraints)
- ✚ Provide guidance regarding on-site logistics as needed
- ✚ Arrange guest lecturer(s) as desired
- ✚ Determine eligibility, costs and job description for teaching assistant(s) as needed
- ✚ Set enrollment criteria within UAB guidelines (prerequisites, minimum GPA, etc.)
- ✚ Order textbooks or course packet
- ✚ Submit pre-departure paperwork required for university travel and applicable financial arrangements (credit card, cash advance, etc.)

PRE-DEPARTURE

- ✚ Recruit for the program (class, club visits and information sessions)
- ✚ Assist with the selection process and/or interview student applicants
- ✚ Participate in Faculty pre-departure orientation
- ✚ Collaborate with Education Abroad for pre-departure student orientations
- ✚ Determine division of labor with other faculty/co-directors
- ✚ Verify that all students have enrolled in the correct study abroad course(s)
- ✚ Read and know Department of State and Centers for Disease Control (CDC) information for the countries the program will visit

IN-COUNTRY

- ✚ Provide in-country orientation to students
- ✚ Academic oversight of in-country program
- ✚ Teach course abroad and participate in/lead all excursions and program activities, including but not limited to business visits, cultural activities, and museum visits
- ✚ Be available to students to provide cultural, academic, and personal guidance and assist with cultural adjustments
- ✚ Manage cash advance or p-card funds
- ✚ Serve as liaison between the host institution and/or vendor and UAB
- ✚ Facilitate cross-cultural learning for students
- ✚ Liaise with Education Abroad and on-site staff in case of student emergencies abroad (in some cases, the faculty director will be the primary contact for emergencies abroad)

POST-PROGRAM

- ✚ Assign and post student grades for course
- ✚ Submit receipts for cash advance or p-card funds to EA
- ✚ Assist future program leaders
- ✚ Begin planning for next year (if applicable)

FACULTY-LED SAMPLE BUDGET

Director Expenses		
How many program directors will travel for this program? (Please make sure all Director Expenses are reflective of this number)		2
Item Description	Notes	Amount
BHM Airport Transportation	I'll be getting dropped off at no cost	\$ -
Airfare		\$ 1,000.00
UAB Travel Center Flight Booking Fee	Required by UAB Business & Auxiliary Services	\$ 40.00
Meals	https://aoprals.state.gov/web920/per_diem.asp	\$ 300.00
Accommodations		\$ -
In Country Travel	Taxi, Transportation Card, etc	\$ 78.00
Cell phone	For purchase of in-country phone/or US phone data	\$ -
Entrance Fees to sites	Include excursion fees for faculty	\$ -
Education Abroad Health Insurance	Mandatory for each traveler	\$ 80.00
Miscellaneous (Immunizations, Visas, etc.)		\$ -
Total Faculty Expenses		\$ 1,498.00
General Program Expenses		
Item Description	Notes	Amount
Group Transportation	Bus fees, train, tips, etc.	\$ -
Instructor/Classroom Fees in Country		\$ -
Total General Expenses		\$ -
Total Faculty & General Expenses		\$ 1,498.00
Less College/School Support		\$ -
Less Department Support	SL Faculty Fellows Grant	\$ 1,500.00
Total Shared Program Expenses		\$ (2.00)
Individual Student Expenses (Student Expenses Paid for by the Program)		
Description	Notes	Amount
Airfare		\$ 1,000.00
Accommodations	Quad Occupancy Rooms	\$ -
UAB Travel Center Flight Booking Fee	Required by UAB Business & Auxiliary Services	\$ 40.00
Group Meals	All Meals Included in Provider Price	\$ -
Education Abroad Health Insurance	Mandatory for each traveler	\$ 40.00
In Country Travel	Taxi, Transportation Card, etc	\$ 78.00
Excursions/Tours		\$ -
Customized Program Fee	Only enter information if utilizing package providers	\$ 1,640.00
Supplies	Must be consumed on program, may not include books/guides	\$ -
Entrance Fee(s)		\$ -
Misc	N/A	\$ -
Total Individual Student Expenses		\$ 2,798.00

REVIEWING STUDENT APPLICATIONS

1. You will receive an email indicating which student applicants are pending your review
2. Click the “Complete Review” button to access pending reviews
3. Log in using your BlazerID and password
4. After reviewing the student’s information, provide your admission decision and click ‘Submit’
IMPORTANT: After a review has been submitted, it cannot be modified
5. Within 2-3 business days of receiving your decision, Education Abroad will update the status on the student’s application, and the student will receive an automated notification.

Please note that after being accepted, students still must log into their application to click the “Commit to Participate” button. Their application status must be “Participation Confirmed” or “Ready for Departure” by the deadline in order to be considered official program participants.

STUDENT LEGAL FORMS

STATEMENT OF BEHAVIORAL RESPONSIBILITY

I accept my preliminary admission (subject to final approval) to the University internationalization experience and agree at all times to abide by applicable University policies, including, but not limited to the Code of Student Conduct, and any other honor code or codes of conduct applicable to my particular program, college, or school.

I will abide by the laws and customs of my host country, community, institution and/or program albeit, in-person or virtually. I am aware that I need to be sensitive to the cultural and social norms of the host location. I am also subject to the disciplinary codes and processes of the host institution.

I understand that if I significantly disrupt the learning process, or if my behavior gives the program director reasonable cause to believe that my continued presence in the program may pose a danger to the health or safety of persons or property, or impedes, disrupts or obstructs the program in any way, I will face immediate dismissal from the program. I agree that the University may, in its sole discretion, dismiss me from the program or otherwise sanction me based on my behavior without a formal hearing. I agree to be bound by any decision based on my conduct that is rendered while I am participating in the program. If I am expelled from the program, I consent to being sent home at my own expense with no refund of fees, costs, or expenses. I further understand that if I am dismissed from the program and sent home, I may also be subject to conduct charges upon my return to campus for my behavior during the program.

I understand that I am responsible for my own health maintenance. In the event of serious illness, accident or emergency, I will inform an appropriate Program official so that assistance may be secured and so that my designated emergency contact may be notified.

I hereby acknowledge that I have carefully read and reviewed the Statement of Behavioral Responsibility and understand the ramifications.

RELEASE OF LIABILITY, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT

RELEASE, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT

THIS IS A RELEASE OF LEGAL RIGHTS, PLEASE READ AND FULLY UNDERSTAND BEFORE SIGNING.

Purpose of this Release. This release is to be signed by the undersigned Participant in the defined University international travel Program. In consideration of the educational, social, recreational, and other benefits and opportunities to be provided through involvement with the Program, the receipt and adequacy of which is acknowledged, Participant agrees to all terms contained herein. If Participant is under eighteen (18) years of age, a parent or legal guardian must also read, understand, print, and sign this form and provide a fully executed copy to the University office.

Definitions. The following terms have the stated meaning when used in this release:

- "I" or "Participant" - the individual participating in or traveling with the Program, and all related activities, that executes this release.
- "Potential Liabilities" - any and all loss, injury, death, terrorism, kidnapping, claims, actions, suits, proceedings, settlements, damages, costs, fees, and expenses, at law or equity, known and unknown, foreseen and unforeseen, including, but not limited to, attorney fees and costs of litigation, and liabilities arising out of, connected with, or resulting from Participant's involvement in the Program, such as medical expenses, other costs, injury, sickness, or death, and such other risks associated with off-campus study and other University-affiliated travel, as set out below and as may be otherwise described in orientation or information sessions for the Program.
- "Program" - the international program or activity that this release pertains to including all activities incidental thereto or connected therewith.
- "University" - The Board of Trustees of the University of Alabama, including The University of Alabama, University of Alabama at Birmingham, University of Alabama in Huntsville, foundations affiliated therewith, and their respective trustees, officers, employees, agents, representatives, faculty, staff, and volunteers.

Liability Release. THIS IS A RELEASE OF LIABILITY. I knowingly and voluntarily waive, release, exculpate, and discharge the University from and against any and all Potential Liabilities connected with the Program. By signing this release, I voluntarily agree to discharge University in advance from all such Potential Liabilities.

Indemnification. I agree to hold harmless and indemnify University from and against all Potential Liabilities related to or arising from my involvement in the Program (including periods in transit to or from the location where the Program is being conducted). It is my intention to include the negligence of University within the scope of this indemnification agreement and to except only wanton or willful misconduct by the same.

Assumption of Risks Associated with the Program, Off-Campus Study, and All University- Affiliated Travel. I understand that participation in the Program involves Potential Liabilities and risks typically not associated with on-campus study at the University and that these Potential Liabilities and risks could result in loss, damages, injury, or death. I understand that this release is intended to address all of the risks of any kind associated with my participation in any aspect of the Program, including, particularly, such risks, if any, created by actions, inactions, or negligence on the part of University, its faculty, staff, and representatives. These may include, without limitation, Potential Liabilities and risks involved in traveling to and within, and returning from, one or more domestic locations or foreign countries; foreign political, legal, social, and economic conditions; risks endemic to the third world and underdeveloped countries, including different standards of design, safety and maintenance of buildings, public places and conveyances; local medical and weather conditions; exposure to illnesses and diseases not commonly found in the place of one's residence or in the United States; exposure to political crisis; lack of freedoms and legal standards applicable in the United States, such as expectations of equality, due process, and other rights; lack of or poor medical treatment; terrorism; kidnapping; criminal acts against tourists and foreign visitors; anti-American unrest; and natural disasters. While doing so will not eliminate the foregoing risks, I understand that I should consult regularly the U.S. Department of State, Bureau of Consular Affairs and Centers for Disease Control for travel advisories, warnings, and consular information sheets about the risks of travel in the foreign countries that are involved in the Program. Further, I understand conditions can change rapidly and present risks due to war, conflict, political unrest, natural disasters, and other events or trends that may not have been evident at the beginning of the Program, and further I understand these risks are inherent to foreign travel. I have familiarized myself with the US Department of State services and information for American citizens abroad that is available from the Bureau of Consular Affairs, Centers for Disease Control, and all other available information concerning my foreign travel as I deem necessary. I have also attended or will attend any orientation and information sessions offered or to be offered by the University.

In addition to the risks set forth above, I also understand and acknowledge that there are risks, including significant risks, inherent in all activities that can result in loss, damages, injury, disability or death, including, without limitation, activities potentially related to the Program, travel risks such as accidents, crashes, and risks from autos or conveyances operated by University as well as other individuals or entities, poorly maintained streets, sidewalks, as well as criminal acts that can result in serious injury or death; premises risks, including those that may be owned by others and risks from water, such as drowning; injury risks from falls, collisions, or accidents (such as cuts, bruises, torn muscles, sprains, broken bones, etc.); outdoor risks, such as weather, lightning, heat or cold, bites, stings, allergic reactions, dehydration, hypothermia, drowning, sunburn, animals, and limited access to medical care; risks from others involved in the Program (such as transmitted illnesses or risks from others' actions); health risks, such as disease, food borne illness, heart or respiratory events as well as other risks inherent in any strenuous activities including things identified as "injury risks" herein; equipment risks, including failure, misuse, inherent risks, and risks from non-University equipment; and other risks and hazards beyond the knowledge, control or foreseeability of University or others.

I understand and acknowledge that the University does not, and cannot, guarantee the Program will be safe and risk-free. It is solely my responsibility to investigate, determine and assess the risks associated with my participation in the Program, and I acknowledge that I have had an opportunity to do so, and have done so, before executing this release. Knowing and understanding all risks associated with the Program, I nevertheless VOLUNTARILY AGREE TO ASSUME AND ACCEPT ALL RISKS that potentially accompany participation in the Program. I also agree to take all reasonable steps to avoid any risks, injury, or death.

International SOS. I understand that International SOS provides University travelers with 24- hour worldwide medical care referrals and travel assistance, including emergency evacuation, when required. I certify that I have read the International SOS contact information and benefits on the University's travel website, have obtained an International SOS card, and have downloaded and understand how to use the International SOS smart phone application. If I need assistance while traveling, including but not limited to assistance involving medical, security and legal matters, I understand that I should contact International SOS. I understand that for emergency medical assistance, I should seek help from local emergency services, followed by a call to International SOS.

Institutional Arrangements. I understand that the University does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, employer, volunteer organization, company, transportation carrier, hotel, tour organizer or other provider of goods, services, or opportunities involved in or associated with the Program. I understand that University is not responsible for matters, acts, or omissions that are beyond its control. I hereby RELEASE THE UNIVERSITY from any injury, loss, damage, accident, delay or expense arising out of any such matters, acts, or omissions, including Acts of God (force majeure).

Independent Activity. In addition to the risks already assumed, I understand and agree that I assume all risk of injury, loss, or death I may suffer when I am traveling independently, engaging in unsupervised or independent activities, or otherwise separated or absent from any University- supervised activities. I also assume the responsibility for any costs associated with travel delays or disruptions due to my failing to meet the Program travel schedules.

Health and Safety.

A. I am aware of all applicable personal medical and medication needs for myself and have considered such needs and determined that none would preclude my ability to safely participate in the Program. I have purchased the limited medical insurance offered by the University to cover medical emergencies that arise while I am traveling and I understand that such insurance is not intended to replace my primary health insurance. I recognize that the University is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility therefor. If I require medical treatment or hospital care, in a foreign country or in the United States, during the Program, the University is not responsible for the cost or quality of such treatment or care, and I hereby RELEASE THE UNIVERSITY from any responsibility or liability for any such expense that I may incur due to injuries, sickness, or death.

B. I authorize the University and its representatives to take any actions that it, in its or their discretion, are considered to be warranted under the circumstances regarding my health and safety and I have notified the University of any medical or other conditions of which they it should be aware. I agree to pay all expenses relating thereto and RELEASE THE UNIVERSITY from any liability in connection with such actions.

Standards of Conduct.

A. I understand that each foreign country has its own laws and standards of acceptable conduct, including dress, manners, morals, politics, alcohol and drug use and behavior; and in some foreign countries if one is arrested for possession or use of

illegal drugs, underage use of alcoholic beverages, public intoxication, drunken driving, or disorderly conduct, the person may face very severe penalties that are much harsher than those typically imposed in the U.S., including prison sentences. I understand that concepts and standards of due process and individual and procedural rights that normally apply in the U.S. may not be the same in other countries. I recognize that behavior that violates those laws or standards could harm the University's relations with those countries and the institutions therein, as well as my own health and safety. I agree to become informed of, and will abide by, all such laws and standards for each state in the United States and each foreign country to or through which I will travel during the Program. I further understand and acknowledge that I am subject to the laws and regulations of the country where my Program is taking place as well as any other countries that I travel to. I understand that, should I be arrested, neither the University nor the U.S. Embassy or Consulate can demand or require my release from jail, represent me in court, or pay any legal fees or fines connected with my arrest.

B. I also agree to comply with the University's rules, standards and instructions for student behavior as published in any Code of Student Conduct, or similar policies or document. I WAIVE and RELEASE all claims against the University that arise at a time when I am not under the direct supervision of the University or that are caused by my failure to remain under such supervision or to comply with such rules, standards, and instructions.

C. I agree that University has the right to enforce the standards of conduct described above, as well as all applicable University policies in its sole judgment, and that it may impose sanctions, up to and including expulsion from the Program, for violating those standards or the University's policies, as well as for any behavior detrimental to or incompatible with the interest, harmony, and welfare of the University, the Program, or other Program participants, or that creates an unacceptable risk to the other Program participants or to the reputation of the University and/or its Study Abroad Program. I understand that the University reserves the right to decline to retain me in the Program. I recognize that due to the circumstances of off-campus study, procedures for notice, hearing and appeal applicable to student disciplinary proceedings on-campus at the University will not apply. I agree to be bound by any decision based on my conduct that is rendered while I am participating in the Program. If I am expelled from the Program, I consent to being sent home at my own expense with no refund of fees, costs, or expenses. I further understand that if I am dismissed from the Program and sent home, I may also be subject to conduct charges upon my return to campus for my behavior during the Program through the University's office of student conduct, including all offices which handle academic misconduct.

D. At my own expense, I will attend to any legal problems I encounter anywhere in the United States and with any foreign nationals or government of a foreign host country. The University is not responsible for providing any assistance under such circumstances.

Course Changes.

A. I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, the University reserves the right, in its sole discretion and to the extent required, to change the Program, including the itinerary, travel arrangements or accommodations, at any time and for any reason, with or without notice. In the event the Program is changed, canceled, or suspended or my participation in the Program is terminated for any reason whatsoever, I acknowledge that there is a risk that all or any portion of advance payments or deposits paid to domestic or foreign providers on my behalf for overseas accommodations, meals, transportation, domestic or foreign tuition expense, tour costs, entrance fees, or other Program goods and services may be forfeited. I assume and accept the risk that those funds will not be recoverable and agree that the University shall have no liability or obligation to me or to my parents or guardians for any expenses or losses, including airfare or other transportation costs that I may sustain because of Program changes, suspension, or cancellation.

B. I understand that the University's fees and program charges are based on current fares for airline or other modes of transportation, lodging rates and travel costs, which are subject to change. If I leave or am expelled from the Program for any reason, there will be no refund of fees already paid. I accept all responsibility for loss or additional expenses due to delays or other changes in the means of transportation, other services, or sickness, weather, strikes, or other unforeseen causes. If I become separated from the Program group, fail to meet a departure bus, airplane, or train, or become sick or injured, I will at my own expense seek out, contact, and reach the Program group at its next available destination.

Program Withdrawal. In the event a Participant withdraws from the Program for medical or other reasons, any refund or pro-ration of University tuition expense, if any, shall be governed by and in accordance with the withdrawal policy of the Program and/or University, as applicable. Participants who are not retained in the Program for disciplinary reasons have no right to a refund of any University tuition paid or to cancellation of amounts due.

Governing Law. This document shall be governed by and interpreted in accordance with the laws of the State of Alabama (excluding its conflict of laws principles), and the State of Alabama shall be the exclusive forum within which to resolve any dispute relating thereto or arising from this release. I agree that, should any provision or aspect of this release be found unenforceable, that all remaining provisions will remain in full force and effect. Titles of the paragraphs of this release have been inserted for sake of convenience and reference only and shall not be deemed to define, modify, or restrict the meaning or interpretation of the terms and provisions of this release.

ACKNOWLEDGMENT. I, AS PARTICIPANT, ACKNOWLEDGE THAT I HAVE READ, CONSIDERED, AND UNDERSTAND THIS ENTIRE DOCUMENT AND ITS EFFECT ON MY RIGHTS, RELYING WHOLLY UPON MY OWN JUDGMENT, BELIEF, AND KNOWLEDGE ABOUT THE RISKS ASSOCIATED WITH THE PROGRAM, WHICH INCLUDE SIGNIFICANT INJURY OR DEATH, AND KNOWING THE EFFECT OF THIS DOCUMENT, I VOLUNTARILY AGREE TO EXECUTE THIS DOCUMENT AND PARTICIPATE IN THE PROGRAM. I ACKNOWLEDGE THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE TO ME SEPARATE AND APART FROM THE TERMS OF THIS DOCUMENT AND THAT I HAVE THE RIGHT TO SEEK LEGAL ADVICE REGARDING THE TERMS OF THIS DOCUMENT BEFORE SIGNING IT. I VOLUNTARILY SIGN THIS AGREEMENT OF MY OWN FREE WILL FULLY INTENDING TO LEGALLY BIND MYSELF, MY HEIRS, SUCCESSORS, AND ASSIGNS TO ITS TERMS. I ALSO CERTIFY THAT, IF I AM 18 YEARS OF AGE OR OLDER, I AM THE PERSON EXECUTING THIS FORM ON MY OWN BEHALF.

IF YOU ARE UNDER THE AGE OF EIGHTEEN (18), PRINT THIS DOCUMENT, SIGN IT, AND ALSO HAVE YOUR PARENT/GUARDIAN READ, SIGN, AND SUBMIT A FULLY EXECUTED HARD COPY TO THE EDUCATION ABROAD OFFICE.

AS THE SIGNING PARENT/GUARDIAN OF PARTICIPANT, I EXECUTE MY NAME BELOW AND CERTIFY THAT I AM OVER THE AGE OF 18, HAVE READ AND UNDERSTAND THIS ENTIRE DOCUMENT AND ITS EFFECT ON MY RIGHTS AND PARTICIPANT'S RIGHTS. I ACKNOWLEDGE AND UNDERSTAND THAT I HAVE THE OPTION TO SEEK REVIEW OF AND ADVICE ABOUT THIS AGREEMENT FROM MY LEGAL COUNSEL BEFORE EXECUTING IT. RELYING WHOLLY UPON MY OWN JUDGMENT, BELIEF, AND KNOWLEDGE ABOUT THE RISKS ASSOCIATED WITH THE PROGRAM, WHICH INCLUDE SIGNIFICANT INJURY OR DEATH, AND THE EFFECT OF THIS DOCUMENT, I VOLUNTARILY AGREE TO EXECUTE THIS DOCUMENT AND ALLOW PARTICIPANT TO BE INVOLVED OR TRAVEL WITH THE PROGRAM. BY SIGNING, I CERTIFY AND ACKNOWLEDGE THAT I HAVE THE LEGAL RIGHT TO SIGN ON BEHALF OF PARTICIPANT, THAT I AM SIGNING THIS DOCUMENT VOLUNTARILY, THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENTS HAVE BEEN MADE SEPARATE AND APART FROM THE TERMS OF THIS DOCUMENT, AND AGREE TO ENTER INTO THE SAME, FULLY INTENDING TO LEGALLY BIND MYSELF, PARTICIPANT, PARTICIPANT'S HEIRS, SUCCESSORS, AND ASSIGNS TO THE TERMS OF THIS DOCUMENT.

FINANCIAL CANCELLATION & WITHDRAWAL POLICY:

UAB Education Abroad Cancellation & Withdrawal Policy

This version of the cancellation and withdraw policy supersedes any prior withdraw policy.

Arrangements for international travel for a group involve advance planning and program commitments based on the number of registered participants. Deposits for airline tickets, accommodations, group activities, and full payment of most costs take place prior to departure. The University must commit non-recoverable monies prior to the deadlines for student payment of program fees.

Please read the following information carefully-- once your status is Participation Confirmed or Ready for Departure, you are subject to the withdrawal policies.

Voluntary Program Withdrawals (exclusive of tuition):

Students who wish to withdraw from the program between the dates listed or are involuntarily withdrawn due to academic or disciplinary issues from the date of registration until the program departure date, are subject to the UAB Education Abroad Withdrawal Policy. **All withdrawals must be submitted through a [Faculty-Led Program Withdrawal Form](#), found on educationabroad.uab.edu "Education Abroad Forms".** The date of withdrawal & cancellation penalties is the regular business day during which withdrawal paperwork is received in Education Abroad.

Withdrawal Calendar	
Prior to the Application Deadline:	No fees will be assessed if student withdraws from the program.
Application Deadline Through 4 Days Post Deadline:	The \$125 Admin Fee is non-refundable.
5 Days After the Program Deadline Until Program Start Date:	The \$125 Admin Fee is non-refundable + 100% of Program Fee*
After Program Start Date:	If withdrawal occurs on or after program start date, participant must pay the full program fee, admin fee, and any necessary tuition as set forth in the UAB payment and refund policy.

**The only exception to this is through the Faculty-led Program Medical/Extenuating Circumstances Withdrawal (see guidelines below)*

Students must follow the procedures set forth in the [UAB catalog](#) to withdraw from academic courses associated with their program.

Involuntary Withdrawal

Education Abroad reserves the right to withdraw students due to academic or disciplinary issues; students may also be withdrawn due to non-responsiveness or non-compliance with program requirements. Students will be informed via email sent to their UAB email address of their withdrawal from a program and will be subject to the withdrawal/cancellation calendar above. **Date of withdrawal:** The date of withdrawal will be the sent date of the withdrawal notice email.

Forced Cancellation

If the program is cancelled by the Office of Education Abroad, refunds will be made for payments in which the Office of Education Abroad can obtain refunds from the entities to which payments were paid on behalf of the program participants.

UAB Education Abroad is not financially responsible if there are any changes in the program and a student

decides to withdraw.

Faculty-Led Medical/Extenuating Circumstances Withdrawal

If seeking a medical/extenuating circumstances withdrawal after committing to participate in the program, the student must submit the signed [Faculty-Led Program Medical/Extenuating Circumstance Withdrawal Form](#), found on educationabroad.uab.edu "Education Abroad Forms". All medical/extenuating circumstances require thorough and credible documentation to be submitted to the [Director of Education Abroad](#) upon submitting your withdrawal form.

Education Abroad reviews each medical/extenuating circumstances withdrawal and determines the appropriateness of the request. Education Abroad either approves or denies the request based on the documentation provided by the student and any supporting officials (i.e. medical provider, military supervisor, etc).

An approved Medical/Extenuating Circumstances Withdrawal may not result in a full refund of the balance due to UAB for program fee costs.

A medical/extenuating circumstances withdrawal request applies only to fees billed by Education Abroad for a study abroad program and does not apply to any other programs or tuition or other fees billed by UAB. Students must follow the procedures set forth in the [UAB's catalog](#) to withdraw from academic courses associated with their program.

MEDICAL APPEAL

A medical withdrawal request from a study abroad program may be made in extraordinary cases in which serious illness or injury (medical) prevents a student from participating or continuing in their study abroad program. The medical withdrawal policy covers both physical and mental health. All requests for a medical withdrawal from a study abroad program require thorough and credible documentation.

Education Abroad will not consider requests for medical withdrawal if the student has not officially withdrawn from the study abroad program in writing prior to the commencement of the study abroad program in which the student is enrolled, unless the onset of the medical or personal issue occurs after the start of the program.

EXTENUATING CIRCUMSTANCES WITHDRAWAL

An Extenuating Circumstances Withdrawal appeal may be submitted in the following circumstances:

- **Family Illness/Death**

If you are withdrawing from your program due to a family medical emergency (surgery of family member requiring your primary care, long-term illness diagnoses), this requires documentation from attending physician. If you are withdrawing from your program due to a death in your immediate family, submit a copy of the death certificate, obituary, or remembrance from the funeral. Your appeal must include documentation clearly showing your relationship to the deceased.

- **Active Military Duty**

If you are withdrawing from your program due to a call to active duty, submit a copy of the military activation orders showing dates that conflict with the program dates.

- **Other Unusual or Extenuating Circumstances**

If you experience unusual or extenuating circumstances beyond your control that prevent you from participating in your study abroad program, you may submit an appeal. You must include verifiable documentation supporting the timeline and reason for withdrawal.

An Extenuating Circumstances Withdrawal is unlikely to be granted if:

- You did not understand the financial obligations
- You were not eligible for financial aid or did not receive the amount you expected
- You did not receive a scholarship
- You were selected for another opportunity (study abroad program, job, internship, etc.)
- Your academic plans changed
- You failed to obtain approved time off from employment
- Your country of citizenship passport is not valid for the travel period
- You were unable to secure necessary visas for entry into the country
- Your petition did not include verifiable supporting documentation
- Your petition includes ambiguous or unclear documentation
- You only owe the UAB Admin Fee
- You are cancelling due to anxiety about COVID-19. UAB Education Abroad is closely monitoring the health and safety situation in the locations we plan to send students to. If you decide to withdraw from your study abroad program due to general concerns about COVID-19, your petition for compassionate withdrawal will not be granted. If you have extenuating medical circumstances related to COVID-19 and your situation has changed from the time you committed to participate, you may submit appropriate documentation for consideration. Petitions must be accompanied by supporting documentation from a medical professional.

Useful Tips

- Use clear, descriptive language to explain your circumstances.
- Be as specific as possible.
- Include a timeline of events leading to your request.
- Provide verifiable facts that substantiate your claim.
- Explain what happened/what changed, and why.
- Provide official supporting documentation (e.g. on letterhead) that pertains to the situation.
- The appeal must be authored by you, not your parent or guardian.

Note: If you are receiving financial assistance, you are strongly encouraged to consult with Student Financial Aid to identify and understand the financial assistance/monetary implications of processing a withdrawal.

By signing this document, you are agreeing to the above Cancellation and Withdrawal Policy. I further acknowledge that I sign this voluntarily and I am at least eighteen years of age, or have had my parent/guardian sign as well.

FINANCIAL FORMS

PROCUREMENT CARD GUIDELINES

General Information - UAB Financial Affairs website

Original receipts are required for everything. If you cannot garner a receipt at the Point of Sale/Transaction, please use a receipt book to create the receipt and obtain a signature from the vendor.

Suggested Uses

- Airline tickets – including employees, trainees, students, guest speakers, and volunteers
- Transportation Expenses – airport shuttles, taxis, etc. (excluding on-demand transportation companies – i.e. Uber/Lyft type applications that require storage of P-Card information within the application or program)
- Hotels – Incidental room charges should be charged to a separate / personal credit card
- Meals – up to reimbursement limit per meal, require detailed receipts, **alcohol excluded**.
Reimbursement limits - \$25 for breakfast, \$50 for lunch, \$75 for dinner

Although the P-Card can be used for Travel related expenses, the University Travel Guidelines still apply. **Itemized receipts are required for P-Card travel.**

Prohibited Uses

- Ticket Cancellation Insurance
- Cash advances* Limited upon approval.
- Controlled substances (including radioactive materials and pharmaceuticals)
- Technology Solutions (absent University Purchasing and IT advance approval required) including:
 - Software (Department Applications or Individual Use)
 - Hardware (Laptops, Desktops, Servers, Monitors, Tablets or Printers)
 - Networking Equipment (Routers, Access Points, Switches)
 - Telephone Equipment (Landline or Mobile Devices)

As a reminder, avoid all apps/websites that require storage of the P-Card number.

Unallowable Costs

It is impossible to compile an all-inclusive list of costs which will not be reimbursed by UAB, so when considering whether or not to make an expenditure while in travel status, you should first assume that a cost will not be reimbursed unless the official Expenditure Guidelines clearly state that it is allowable. Unallowable costs should never be included on a request for reimbursement of travel costs.

Here are some examples of costs which will not be reimbursed by UAB:

- | | |
|---|------------------------------------|
| ● Alcoholic beverages | ● Passports |
| ● Clothing | ● Personal phone calls |
| ● Credit card interest, finance charges, or penalties | ● Sightseeing or souvenirs |
| ● Family or friend costs | ● Shoe repair |
| ● Gym fees | ● Snacks |
| ● Laundry services | ● Spa & Fitness |
| ● Life insurance | ● Ticket cancellation insurance |
| ● Luggage repairs | ● Toiletry articles |
| ● Luggage replacement | ● Traffic tickets or parking fines |
| ● Medical and dental expenses | ● Umbrellas |
| ● Movies or videos | ● Vitamin |

CASH ADVANCE AND P-CARD RECONCILIATION GUIDELINES

RECONCILIING YOUR EXPENSES

Within ten days of the end date of your program, not the return date of the faculty member, you must submit the following to Education Abroad.

Faculty are required to utilize the Expenditure Tracking Sheet to record receipts. An electronic excel copy of your completed Expenditure Tracking Sheet must be submitted to EA.

To prepare your reimbursement, faculty need to follow these guidelines:

- 📌 Receipts should be numbered to correspond to the spreadsheet, numbers should be written on the paper not the receipt.
- 📌 Each receipt must be taped to an 8½ x 11 sheet of paper, and accompanied with a brief written description for each receipt
 - If multiple receipts are taped to one page, they must lay the same direction
 - Only receipts from the same day may be on the same page
 - If the receipt is longer than 11", cut the receipt into segments that will fit on an 8 ½ by 11" piece of paper
 - Carefully tape the top and bottom of receipts, avoiding ink, to ensure the ink does not fade
 - Use only yellow highlighters. Highlight only what is necessary
 - Don't write on the receipt, but use the paper to write any explanations
- 📌 Documentation of any/all exchange rate(s) used; A print-out of the exchange rate from www.oanda.com will suffice

UAB Office of the Provost Best Practices

- 📌 Only use the P-Card for necessities or emergencies. Most costs relating to the program are paid upfront by Education Abroad.
- 📌 Take pictures of your receipts daily and email to the FLP Program Coordinator with details for each expense.
- 📌 Avoid using the P-Card for any personal use. You will have to reimburse UAB for any personal charges.
- 📌 If you can use the P-Card, do so. Limit the use of mixed pay sources such as cash and credit card.
- 📌 Keep all receipts in the provided envelope. The receipt should show the vendor's name, items purchased, cost of each item and total transaction amount.
- 📌 Label your receipts daily (group lunch, dinner, etc.)
- 📌 Make an appointment within 10 days of program ending with the EA Faculty Led Program Coordinator to go through your receipts and documentation.
- 📌 Any personal reimbursement should be submitted at the same time as the P-Card receipts.

For those needing cash advance (**not from the P-Card**) for their program due to the country infrastructure:

- 📌 UAB Cash Advance Agreement is required
- 📌 Education Abroad will determine the appropriate amount
- 📌 Original receipts are required for all expense reimbursement items
- 📌 Keep receipts in the provided envelope
- 📌 Date and label each receipt daily (group lunch, dinner, etc.)
- 📌 The receipts (and any remaining cash) **must** reconcile back to the cash advance received

CASH ADVANCE ACKNOWLEDGEMENT

I, _____, accept responsibility for a cash advance issued to me in the amount
(Print or Type Name)
of \$ _____, designated for allowable travel expenses associated with official business of the University of Alabama at Birmingham (UAB) as described above. I agree that I am solely responsible for the control, accountability and security of these funds.

I understand that the responsibilities associated with receiving this cash advance include my responsibility to obtain proper receipts and expenditure documentation, and to comply with all applicable rules and policies of UAB. Within 14 days of returning from the trip, I shall submit to General Accounting, AB 560, the receipts, expenditure documentation and any funds not used for the stated purpose of this cash advance. Furthermore, I understand that I may be called upon at any time to explain or account for imbalances associated with this cash advance and/or the related documentation.

I hereby authorize The University of Alabama at Birmingham to recover from me, through payroll deduction or other means as necessary, any unused funds not returned, any funds used for non-allowable expense(s), or any funds used for normally allowable expense(s) for which proper documentation is not submitted.

I understand that these funds cannot be used for any UAB employee travel expenses, but only for official team travel expenses.

Employee Signature: _____ Date: _____

Employee Number _____

TRAVEL EXPENDITURES LOG

Daily Expenditures Tracking Sheet

You must complete a separate log for cash advance/procurement card and personal reimbursements-- they cannot be on the same log

Receipt Number	Date	Vendor Name	Category	Amount in Foreign Currency	Conversion Rate to USD by 3 decimals (according to OANDA.com or listed exchange rate on receipt)	USD Amount
1						\$ -
2						\$ -
3						\$ -
4						\$ -
5						\$ -
6						\$ -
7						\$ -
8						\$ -
9						\$ -
10						\$ -
11						\$ -
12						\$ -
13						\$ -
14						\$ -
15						\$ -
16						\$ -
17						\$ -
18						\$ -
19						\$ -
20						\$ -
21						\$ -
22						\$ -
23						\$ -
24						\$ -
25						\$ -
26						\$ -

HEALTH & SAFETY

PRE-DEPARTURE ORIENTATION

Pre-departure orientations are facilitated by the faculty director and Education Abroad for each program. Programs usually have three sessions of one to one and a half hours long. A suggested order, including important topics to include, is listed below. Education Abroad will attend at least one session, where health, safety and security will be covered. If you'd like an EA staff member present for additional sessions, please contact the Associate Director to make arrangements.

SESSION ONE – Logistics and Cultural Preparation

1. Icebreakers
 - a. Kahoot
 - b. Goal Setting
2. Logistics review
 - a. Financial Reminders
 - b. Flight purchase instructions, if not included in program
 - c. Communications – a note on expectations
 - d. Money - currency, how to get \$ in country, how to budget (show budget worksheet)
 - e. Packing - medications
 - f. Useful Phrases
3. Culture Presentation:
 - a. 4 Corners activity
 - b. What is culture & cultural iceberg
 - c. Where do you stand?
 - d. Frameworks (briefly)
 - e. Identity activity*
 - f. Culture “surprises” slide
 - g. Change Your Lens scenarios
 - h. Culturally Appropriate Behavior – things to consider, do some research

SESSION TWO – Health and Safety

1. Pre-departure Preparation
 - a. Mental Health Prep
2. Resources/Insurance
3. Reducing risk abroad
 - a. Avoiding Crime
 - b. Transportation
 - c. Alcohol and Drugs
 - d. Food and Water
4. What to do in an emergency

SESSION THREE- Country Specific Orientation

Suggested topics include:

- 📌 Overview of academic and participation/behavior expectations. (Review of syllabus)
- 📌 Setting of group norms / expectations
- 📌 Cohort - building activities / creating trust
- 📌 Communications expectations (how to be in touch with each other and how to stay present)
- 📌 Review of itinerary (if available)
- 📌 Special considerations for your location (packing tips, transportation, money)
 - Country specific tips / tricks
 - On-site arrival instructions
 - Communications
 - History, geography, local/national government
 - Food, dress, culturally appropriate behavior
 - Local issues, such as racism, sexual orientation, gender roles
 - Money
 - Housing

ON-SITE ORIENTATION

The on-site orientation is generally facilitated by the faculty director and on-site program partners. A thorough review of applicable pre-departure topics should be included, as well as the following:

- 📌 Guided city tour
- 📌 Local transportation and maps
- 📌 Currency exchange
- 📌 Post offices, banks, and telephone services
- 📌 Pharmacies, hospitals, and clinics
- 📌 Local points of interest
- 📌 Health and safety
- 📌 Emergency contact information
- 📌 Culture shock

INCIDENT REPORT FORM

The incident report form can be found at uab.edu/students/conduct/resources/forms and should be utilized in the case of any event listed on page two. If a faculty member is unsure if an event should be reported, please contact the Education Abroad Associate Director.



UAB The University of
Alabama at Birmingham
Education Abroad

FACULTY-LED PROGRAM INCIDENT REPORT FORM

This Faculty Led Incident Report is for use by faculty and staff to inform the Office of Education Abroad and partners about incidents that occur abroad. The information reported will be reviewed by the Office of Education Abroad for follow up. Maintain an objective, neutral tone. This report may become part of an official record.

Do not report emergencies on this form; please contact International SOS at 1-215-942-8478 for immediate assistance. This form should be used to document the incident, not to initiate emergency assistance.

In accordance with the Office of Education Abroad guidelines, faculty leaders must document incidents within 72 hours by submitting a written report using this Incident Report to the Education Abroad Associate Director via email or in person.

DETAILS OF INCIDENT:

Date	
Time	
Location	

Type of Incident:

<input type="checkbox"/>	Pickpocketing	<input type="checkbox"/>	Repetitive Absence	<input type="checkbox"/>	Assault
<input type="checkbox"/>	Sprained Ankle	<input type="checkbox"/>	Broken Leg	<input type="checkbox"/>	Sexual Violence
<input type="checkbox"/>	Traveler's Diarrhea	<input type="checkbox"/>	Psychological Matters	<input type="checkbox"/>	Hospitalization
<input type="checkbox"/>	Culture Shock	<input type="checkbox"/>	Stolen Passport	<input type="checkbox"/>	Act of Terrorism/Natural Disaster

Incident Summary:

--

Were there any specific environmental conditions that contributed to the incident? (e.g. slippery floor, weather etc.)

--

Actions taken on-site:

--



Authorities/individuals contacted (local police, emergency response services, US Embassy/Consulate, family members, program faculty/staff, other students, etc.):

Post-incident management / follow up / monitoring of injured party:

Other relevant information:

INVOLVED PARTIES:

Name	
Gender	
Role	
BlazerID	
Phone Number	
Email Address	
Physical Address	

REPORTING STAFF:

Faculty Name	
Faculty Program	
Date / Time:	
Site Director (if applicable)	

EMERGENCY NUMBERS:

In the event of an emergency, large or small, remember that International SOS stands ready to assist you and all registered UAB travelers.

International SOS
+1-(215)-942-8478

Education Abroad 24-hour Emergency Phone
+1-(205)-329-0019

It is recommended to call twice within 15 minutes to override a Do Not Disturb setting.